

SCHEDULE 1  
ADMINISTRATIVE RECORDS

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ADMINISTRATIVE RECORDS

ACKNOWLEDGEMENT FILES (Item 1-27)

These files document the acknowledgement and transmittal of inquiries and requests that have been referred elsewhere for reply. These files include copies of the initial request and letters of acknowledgement and transmittal.

RETENTION

Retain for 3 months after acknowledgement or referral and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

ADMINISTRATIVE AND FISCAL OPERATIONS GRANT FILES REPORTS (Item 1-10)

These are reports on the administrative and fiscal operations of federal or state funded programs compiled on a monthly, quarterly, or semi-annual basis. It also includes supporting documentation.

RETENTION

Retain for 5 years after completion of all applicable audits and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

ANNUAL REPORTS (Item 1-2)

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

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CENSUS INFORMATION FILES

(Item 1-3)

These files contain copies of U.S. Census Bureau forms completed by municipalities on government employment and tax revenues. They are used to compile state and national statistical reports, meet the requirements for Federal Revenue Sharing, and to make financial information available to the public.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/88)

CITY HISTORIES

(Item 1-14)

These are published or unpublished histories written on the municipal government or an individual municipal agency. The histories are financed by municipal funds. They may include title, author, date written, and a historical narrative.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

CITY SCRAPBOOKS

(Item 1-4)

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 1  
ADMINISTRATIVE RECORDS

COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE RECORDS (Item 1-47)

These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and regrants. The records include the preliminary reports, audits, certificates, maps, and related correspondence. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor and environmental standards (24 CFR 570.611(f) (1993)).

RETENTION

Retain for 3 years after end of grant period and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION RECORDS (Item 1-48)

These files document the application and completion of projects funded under CDBG funds. These projects include both direct grants and regrants. The files include the initial application, and all final reports.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 1  
ADMINISTRATIVE RECORDS

CONSTITUTION AND BYLAWS (Item 1-17)

These are the constitution and bylaws of municipal governing/advisory boards. They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Robert's Rules of Order, etc.).

RETENTION

Permanent. May be transferred to the State Archives after disbanding of committee.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

EXECUTIVE CORRESPONDENCE (Item 1-8)

These are records which are not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 1  
ADMINISTRATIVE RECORDS

FEASIBILITY STUDIES (Item 1-11)

These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

RETENTION

Retain for 5 years after completion of study and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected: UCA 63-2-304(11) and UCA 63-2-304(22)  
(1997)

(Approved 06/97)

FINDING AIDS (Item 1-5)

These are indexes, lists, registers, and other aids that assist in the efficient use of other records.

RETENTION

Retain until records to which they pertain are destroyed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 1  
ADMINISTRATIVE RECORDS

GENERAL ADMINISTRATIVE RECORDS (Item 1-6)

These are records of a general facilitative nature created or received in the course of administering programs. They include daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence and memoranda.

RETENTION

Retain for 2 years or until no longer needed for reference and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) ACCESS REQUESTS (Item 1-29)

These request forms document individuals seeking access to municipal records as provided under UCA 63-2-204 (1997). They include requester's name, address, telephone number; date; record requested; date request received; whether access provided or denied; and date responded.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(2)(d) (1997)

(Approved 06/97)

SCHEDULE 1  
ADMINISTRATIVE RECORDS

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) MUNICIPAL (Item 1-30)  
APPEALS CASE FILE

These case files document the appeals for access of municipal records to separate municipal appeals bodies (i.e., city council or separate board). This is in accordance with municipal ordinances adopted under the authority granted in the Government Records Access and Management Act (GRAMA)(UCA 63-2-701 (1997)). These case files include copies of the access request and denial forms, the appeal, research notes, council or board decision, and any other documentation concerning the appeal process.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(2)(d) (1997)

(Approved 06/97)

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) STATE (Item 1-31)  
APPEALS CASE FILES

These case files document appeals for access of municipal records to the State Records Committee in compliance with the provisions of the Government Records Access and Management Act (GRAMA) (UCA 63-2-701(1)(c); 63-2-403 (1997)). These case files include copies of the access request and denial forms, the appeal, research notes, statements, State Records Committee's order, and any other documentation concerning the appeals process.

RETENTION

Retain for 1 year or until administrative need ends, whichever occurs later and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)



SCHEDULE 1  
ADMINISTRATIVE RECORDS

GRANT FILES ORIGINAL APPLICATIONS (Item 1-9)

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, and annual and final performance reports.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/88)

HOUSEKEEPING FILES (Item 1-7)

These are records of a general housekeeping nature which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, custodial service requests, parking space assignments, and distribution of keys.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

INCOMING DOCUMENT LOG (Item 1-32)

This log records incoming documents that require distribution or action. Includes date received, description of record, action and date taken.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 1  
ADMINISTRATIVE RECORDS

INTERNAL COMMITTEE RECORDS (Item 1-33)

These records document actions of an internal staff committee handling problems within a municipal agency. These committees do not make citywide policy. The records usually include agenda, internal memoranda, notes, and informal minutes.

RETENTION

Retain for 2 years or until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

MAILING LISTS (Item 1-12)

These are lists of names and addresses used for various municipal mailings (billings and other administrative purposes).

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(2)(d) (1997)

(Approved 03/88)

SCHEDULE 1  
ADMINISTRATIVE RECORDS

MEETING AGENDA

(Item 1-1)

These are copies of notices of regular and special meetings of the city council and other pertinent committees. They may include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings.

RETENTION

Retain for 2 years or until administrative need ends, if not part of official minutes and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

MEETING MINUTE TAPE RECORDINGS

(Item 1-45)

These are the tape recordings of the proceedings of regularly scheduled, special and emergency municipal meetings. They are used to create the official minutes. UCA 52-4-7 requires that "written minutes shall be kept of all open meetings" and that they "shall be available within a reasonable time after the meeting." UCA 52-4-7.5(2)(a) (1997) requires that "if a public body closes a meeting . . . for any other purpose than to discuss the deployment of security personnel, devices, or systems, the public body shall either tape record the closed portion of the meeting or keep detailed written minutes that disclose the content of the closed portions of the meeting."

RETENTION

Retain for 1 year after approval of official minutes and then destroy; provided resolution of any related litigation.

SUGGESTED PRIMARY CLASSIFICATION

Public: UCA 63-2-301(1)(e) (1997).

SUGGESTED SECONDARY CLASSIFICATION

Protected: UCA 63-2-304(32) (1997); UCA 52-4-7.5(2) (1997)

(Approved 02/98)

SCHEDULE 1  
ADMINISTRATIVE RECORDS

MINUTES

(Item 1-13)

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public: UCA 52-4-7(3)(1997).

SUGGESTED SECONDARY CLASSIFICATION

Protected: UCA 63-2-304(32)(1997)

(Approved 12/96)

NOTARY BOND FILES

(Item 1-34)

These files document municipal employees providing service to municipal agencies as notaries public. They include valid certificates, copies of bonds, and any related correspondence.

RETENTION

Retain for 1 year after expiration or renewal of bond and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 1  
ADMINISTRATIVE RECORDS

ORGANIZATIONAL FILES (Item 1-15)

These are graphic illustrations providing a detailed description of the arrangement and administrative structure of the municipality. These files contain organizational charts, reorganizational studies, functional statements, and formally prepared descriptions of the responsibilities assigned to executive officers.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

PENDING FILES (Item 1-35)

These are records arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected, and if not received, should be traced on a given date.

RETENTION

Record copy:	Retain until reply received or action taken and then incorporate with official files.
Duplicate copies:	Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 1  
ADMINISTRATIVE RECORDS

PERFORMANCE AUDITS (Item 1-36)

These are reports written and prepared as a result of a performance audit on a municipal entity. These studies are frequently contracted with private consultants. They contain summary documentation on agency programs, operations and productivity.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

POLICIES AND PROCEDURES MANUALS (Item 1-16)

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the department or office participated.

RETENTION

Record copy: Permanent. May be transferred to the State Archives.

Duplicate copies: Retain until superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected: UCA 63-2-304(11) and UCA 63-2-304(12)  
(1997)

(Approved 12/96)

SCHEDULE 1  
ADMINISTRATIVE RECORDS

POLICY AND PROCEDURE CASE FILES (Item 1-37)

These files contain records related to policy and procedure issuance which document their formulation. Includes issuances related to routine administrative functions (e.g., payroll, procurement, and personnel).

RETENTION

Retain for 2 years after being superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

PROJECT CONTROL FILES (Item 1-18)

These files contain memoranda, preliminary reports, and other records documenting assignments and the progress of projects. These files do not contain the final reports.

RETENTION

Retain for 1 year after project closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/88)

PUBLIC RELATIONS FILES (Item 1-19)

These files contain speeches, addresses, and official comments or remarks made at formal municipal ceremonies by elected municipal officials. The format may be paper, videotape, motion picture film, etc.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 1  
ADMINISTRATIVE RECORDS

PUBLIC RELEASE FILES (Item 1-20)

These files contain a copy of each prepared statement or announcement issued for distribution to the news media. A press release may be a textual record or non-textual record such as a film or video sound recording.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

PUBLICATIONS (Item 1-21)

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

RETENTION

Record copy: Permanent. A copy should be transferred to the State Archives.

Duplicate copies: Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

READING OR CHRONOLOGICAL FILES (Item 1-22)

These are duplicate copies of all or selected correspondence sent or received. They are used solely as a reading file for the convenience of office personnel.

RETENTION

Retain for 1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/88)



SCHEDULE 1  
ADMINISTRATIVE RECORDS

RECORDS TRANSFER SHEETS

(Item 1-38)

These are the listings of municipal agency records transferred to the State or a municipal records center. The information may include records series number, agency name and address, records officer's name and signature, chief administrative officer's name, records series title and inclusive dates, classification information, accession number, agency box number, description of box contents, and records center box location.

RETENTION

Retain for 5 years after records are destroyed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

ROUTINE CONTROL FILES

(Item 1-23)

These records are used to control work flow and to record routine actions. Includes job control records, status cards, routing slips, work processing sheets, correspondence forms, and receipts for records charged-out.

RETENTION

Retain until no longer needed for operational purposes and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 1  
ADMINISTRATIVE RECORDS

SYSTEM STUDIES FINAL REPORTS (Item 1-25)

These are the final reports of various studies (i.e. program analyses, project studies) by private and other government agencies.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SYSTEM STUDIES SUPPORTING FILES (Item 1-46)

These are documents related to various studies (i.e. program analyses, project studies) by private and other government agencies. Includes working papers, correspondence, and related documentation used for the creation of the final report.

RETENTION

Retain for 3 years after date of final report and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

TECHNICAL REFERENCE FILES (Item 1-26)

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION

Retain until annual review and destroy material no longer needed for reference.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/88)

SCHEDULE 1  
ADMINISTRATIVE RECORDS

TELEPHONE MESSAGE REGISTERS (Item 1-40)

These registers compile all of the daily telephone messages taken by a municipal office. They also include logs and similar records.

RETENTION

Retain for 6 months or until administrative need ends, whichever occurs later and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(2)(d) (1997)

(Approved 06/97)

TELEPHONE MESSAGES (Item 1-41)

These are the actual incoming telephone messages received by a municipal office. They normally include date, time, name of person receiving and leaving message, and action request (e.g., return call, etc.).

RETENTION

Retain for 1 week or until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 1  
ADMINISTRATIVE RECORDS

TRANSMITTAL CORRESPONDENCE (Item 1-42)  
These are cover letters or other records attached to publications or other municipal information sent from municipal offices. They normally only indicate that information is being transmitted per request and provide no additional information.

RETENTION  
Retain for 3 months and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 12/96)

UNSUCCESSFUL GRANT APPLICATION FILES (Item 1-43)  
These files document the rejection or withdrawal of grant applications. They include memoranda, correspondence, and other records relating to the decision to reject the grant proposal.

RETENTION  
Retain for 3 years after rejection or withdrawal and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 12/96)

WORKING PAPERS (Item 1-44)  
These are project background records, such as studies, analyses, notes, drafts, and interim reports.

RETENTION  
Retain for 5 years after project completion and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 12/96)

SCHEDULE 2  
BONDS AND BONDING RECORDS

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BOND ANTICIPATION NOTES (Item 2-1)  
These are notes used by municipalities pursuant to an appropriation resolution for bonds in anticipation of payable ad valorem taxes and constitute a full obligation of the municipality, "the bond anticipation notes and the interest on them shall be secured by a pledge of the full faith and credit of the municipality" (UCA 11-14-19.5 (1997)) in "the manner and subject to conditions of the Utah Municipal Bond Act" (UCA 11-14 (1997)).

RETENTION  
Retain for 1 year after being redeemed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 11/96)

BOND ISSUE FILES (Item 2-2)  
These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.

RETENTION  
Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 11/96)

SCHEDULE 2  
BONDS AND BONDING RECORDS

BOND REDEMPTION AND DESTRUCTION CERTIFICATES (Item 2-6)

These are certificates sent to the municipality by the paying agent which track pay and destruction of bond coupons.

RETENTION

Retain for 3 years after expiration of bonds and then file in Bond Issue Files.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

BOND REDEMPTION REGISTERS (Item 2-3)

These are registers used to record the redemption of coupons for municipal bonds.

RETENTION

Retain for 3 years after redemption of coupon and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

BOND REGISTRATION FILES (Item 2-4)

These are the issuing agent's copies of bond registration stubs.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

SCHEDULE 2  
BONDS AND BONDING RECORDS

BONDS, NOTES AND COUPONS PAID FILES (Item 2-5)  
These are the actual bonds and coupons redeemed throughout the lifetime of the bond.

RETENTION  
Retain for 1 year after being redeemed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 11/96)

EMPLOYEE BONDS (Item 2-7)  
These are bonds with good and sufficient sureties, payable to the municipality for the "elected officers of each municipality and the treasurer in cities of the first and second class before taking the oath of office" to guarantee "faithful performance of the duties of the respective officers." Bonds are placed at such amounts as may be determined by the governing body (UCA 10-3-819 (1997)).

RETENTION  
Retain for 3 years after expiration of bond and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 03/89)

FIDELITY BONDS (Item 2-8)  
This is the municipal treasurer's bond to protect the municipality and to guarantee fidelity of the treasurer. The bond usually covers four years and "may be set by resolution or ordinance in any amount, not less than that established by the state money management council" (UCA 10-3-821 (1997)).

RETENTION  
Retain for 3 years after expiration and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 03/89)



SCHEDULE 2  
BONDS AND BONDING RECORDS

GENERAL OBLIGATION BONDS

(Item 2-9)

These bonds constitute general obligations of the municipality, for the prompt and punctual payment of principal or interest on which the full faith and credit of the municipality are pledged. These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the municipal legislative body (UCA 11-14-19 (1997)).

RETENTION

Retain for 1 year after being paid or cancelled and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

MUNICIPAL REVENUE BONDS

(Item 2-10)

These bonds are issued by the city council payable solely from revenues attributable to the extension and improvement to revenue producing facilities (UCA 11-14-17 (1997)).

RETENTION

Retain for 1 year after being paid or cancelled and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

SCHEDULE 2  
BONDS AND BONDING RECORDS

NOTARY BONDS (Item 2-11)

These are \$5,000.00 bonds that are required to be filed with and approved by the State Division of Corporations and Commercial Code for a term of four years (UCA 46-1-4 (1997)).

RETENTION

Retain for 3 years after expiration of bond and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302 (Application Form)

(Approved 03/89)

SPECIAL IMPROVEMENT BONDS (Item 2-12)

The governing body of the municipality levying the assessment, by ordinance or resolution, may authorize the issuance of special improvement bonds to pay costs of improvements in the district against funds created by the assessment (UCA 17A-3-328 (1997)).

RETENTION

Retain until "paid or cancelled" (UCA 11-14-14(2c) (1997)) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

SCHEDULE 3  
BUDGET RECORDS

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BUDGET RECORDS

ANNUAL BUDGET

(Item 3-1)

The budget is a "plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them" (UCA 10-6-106(10) (1997)). "Before June 22 of each fiscal year, or August 17 in the case of a property tax increase under Sections 59-2-919 through 59-2-923, the governing body shall by resolution or ordinance adopt a budget for the ensuing fiscal year for each fund for which a budget is required under this chapter. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within thirty days after adoption" (UCA 10-6-118 (1997)).

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

BUDGET APPORTIONMENT RECORDS

(Item 3-2)

These are apportionment and reapportionment schedules which propose quarterly obligations under each authorized appropriation.

RETENTION

Retain for 5 years after close of the fiscal year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

SCHEDULE 3  
BUDGET RECORDS

BUDGET BACKGROUND RECORDS

(Item 3-3)

These records are used to assist in the preparation of department budget requests presented to the city council.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(1)(f) (1997)

(Approved 03/89)

BUDGET ESTIMATES AND JUSTIFICATION FILES

(Item 3-4)

These are copies of budget estimates and justifications prepared or consolidated in formally organized budget proposals. Included are appropriation sheets, narrative statements, and related schedules and data.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(1)(f) (1997)

(Approved 03/89)

SCHEDULE 3  
BUDGET RECORDS

BUDGET INFORMATION FILES (Item 3-5)  
These files document the adoption of the city's annual budget. Includes recommended budget, tape recordings of public hearings associated with finalizing budget, and all related correspondence. Files may also contain budget amendments and any other actions affecting budget.

RETENTION  
Retain for 2 years after budget has been adopted and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 11/96)

BUDGET MESSAGE (Item 3-6)  
This message accompanies the tentative budget and is submitted by the budget officer to the governing body and explains the budget, contains an outline of the proposed financial policies of the municipality for the budget year, and describes the important features of the budgetary plan (UCA 10-6-111 (1997)).

RETENTION  
Retain for 2 years after the close of the calendar year covered by the budget.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 11/96)

SCHEDULE 3  
BUDGET RECORDS

BUDGET WORKING FILES (Item 3-9)

These files contain working papers used to assist in the preparation of municipal budgets and to justify budget requests presented to the city council. Includes departmental budget requests, work-up sheets, cost estimates, and rough data accumulated in the preparation of annual budget estimates, related correspondence, and documentation for approval of final budget.

RETENTION

Retain for 2 years after the close of the calendar year covered by the budget.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(1)(f) (1997)

(Approved 11/96)

PERIODIC BUDGET REPORTS (Item 3-7)

These are routine budget reports prepared monthly or quarterly. They document the status of city appropriation accounts and apportionment and are only used for reference purposes. The reports are prepared for the council and mayor.

RETENTION

Retain for 1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 3  
BUDGET RECORDS

REGULAR BUDGET REPORTS (Item 3-10)

These regular reports are prepared monthly and quarterly. They document the status of city accounts and apportionment comparing budgets and actual expenditures. They are used for audit purposes.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

TENTATIVE BUDGET FILES (Item 3-8)

These files contain tentative budget requests. "On or before the first regularly scheduled meeting of the governing body in May of each year, the budget officer shall prepare for the ensuing year, on forms provided by the state auditor, and file with the governing body, a tentative budget for each fund for which a budget is required" (UCA 10-6-111(1) (1997)).

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)



SCHEDULE 4  
FIXED ASSET RECORDS

SCHEDULE 4  
FIXED ASSET RECORDS

ANNUAL FIXED ASSET REPORT (Item 4-1)  
These work sheets list totals of all fixed assets, purchases, and dispositions. They are used to create annual reports.

RETENTION  
Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 11/96)

DISPOSITION RECORDS (Item 4-2)  
These are either forms or records completed by municipal agencies when municipal property is disposed of either by public auction, competitive bidding, or destruction. Includes date, department name, description of item, value, disposition method, and reason, condition, and approval signature.

RETENTION  
Retain for 3 years after disposition of property and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 03/89)

EQUIPMENT INVENTORIES FILES (Item 4-3)  
These files contain the annual inventory of municipal equipment, supplies and other items owned or administered by the municipality.

RETENTION  
Retain for 1 year after being reconciled with subsequent inventory and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 03/89)

SCHEDULE 4  
FIXED ASSET RECORDS

FIXED ASSET LISTS (Item 4-4)  
These are listings of all municipal property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.

RETENTION  
Retain for 10 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 03/89)

SURPLUS PROPERTY CASE FILES (Item 4-5)  
These files document the sale of surplus municipal property. Includes invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

RETENTION  
Retain for 6 years after final payment and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 03/89)

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

ACCOUNTS PAYABLE (Item 5-1)

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION

Retain for 4 years and then destroy (UCA 70A-2-725 (1997)).

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

ACCOUNTS RECEIVABLE (Item 5-2)

These records consist of copies of accounts receivable prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies.

RETENTION

Retain for 4 years and then destroy (UCA 70A-2-725 (1997)).

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

ACCOUNTS RECEIVABLE INVOICES (Item 5-3)

These are invoices billing non-municipal agencies or institutions for supplies, services, or repairs provided by an agency.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

ADDING MACHINE TAPES (Item 5-31)

These are adding machine tabulations. They are used to calculate cost report data or for other accounting purposes and are not attached to another record series. This does not include routine tabulations.

RETENTION

Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

ANNUAL FINANCIAL REPORTS (Item 5-4)

These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (UCA 10-6-150 (1997)). "Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (UCA 10-6-150 (1997)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

AUDIT REPORTS

(Item 5-5)

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public: UCA 51-2-3(3) (1997).

(Approved 11/96)

BANK DEPOSIT (PASS) BOOKS

(Item 5-6)

These books record municipal savings accounts. They include amounts, description of transaction, date, current balance, name of bank, and account numbers.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

BANK STATEMENTS (Item 5-7)

These are monthly statements showing the amount of money on deposit to the credit of the municipality showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

CHECK COPY FILES (Item 5-8)

These are facsimile or photocopies of checks issued and are maintained solely as a quick reference source. If documentation is attached see Accounts payable.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

CHECK REGISTERS (Item 5-9)

These are multi-columnar records with chronologically arranged entries of checks. They usually include check numbers and amounts of debits or deposits per account.

RETENTION

Retain for 7 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)



SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

CHECKBOOK STUBS (Item 5-32)

These are stubs from which checks or warrants have been removed upon issuance. They are used as a record of verification of disbursements of municipal funds. Includes check number, name of payee, amount, purpose, date drawn, and signature.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

DAILY CASH REPORTS (Item 5-10)

These reports provide a daily record of cash balances, receipts, and disbursements.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

DEPOSIT SLIPS (Item 5-11)

These are bank cashiers' slips showing the amount and date of deposit of monies into municipal accounts.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

FREIGHT RECORDS (Item 5-33)

These records document the receipt of freight. They include export certificates, transit certificates, record books, memorandum copies of government or commercial bills of lading, shortage and demurrage reports, and all supporting documents.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

GENERAL LEDGERS (Item 5-12)

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION

Retain for 10 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

INTERDEPARTMENTAL BILLINGS (Item 5-13)

These are accounting documents that request the transfer of funds between departments for services rendered or materials purchased.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

INVESTMENT ACCOUNTING DAILY SHEETS (Item 5-14)

These are summaries of daily incomes and daily quote sheets prepared by the investment officer. They include the quotation/identification of investments bought and sold.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

INVESTMENT ACCOUNTING MONTHLY REPORTS (Item 5-34)

These are monthly accounting reports. They include outstanding reports, amortization reports, and earning reports.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

INVESTMENT REGISTERS (Item 5-15)

These are registers of all investments made by the municipality. A work sheet is kept on each investment. They include the check stub of the institution issuing the investment, a copy of the investment, the check issued by the vendor and a validated receipt written by the municipality.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

RECEIPT BOOKS (Item 5-16)

These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

REFUND REQUEST (Item 5-17)

This is a form signed by the customer which requests a refund of monies paid to the agency.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

SALES AND USE TAX RETURN FORMS (FORM TC-71) (Item 5-18)

These forms are required by the State Tax Commission to report quarterly sales tax and to remit the amounts collected and due to the state (e.g., municipal recreational facilities).

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

STATE TREASURER'S ACCOUNTING STATEMENTS (Item 5-19)  
These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act (UCA 51-7) (1997)). These statements are required by law (UCA 51-7-9 (1997)). They include a deposit form, an account statement and an investment credit notice.

RETENTION  
Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 03/89)

STATE TREASURER'S DEPOSITS (Item 5-35)  
These are multi-copy deposit forms which accompany agency deposits to the State Treasurer's Office. These records also serve as a receipt of deposit.

RETENTION  
Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 11/96)

SUBSIDIARY LEDGER AND JOURNALS FILES (Item 5-20)  
These are account books showing details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

RETENTION  
Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 03/89)

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

TRAVEL - PRIVATE VEHICLE USAGE FILES (Item 5-25)

These are authorization forms for municipal officials or employees to use a private vehicle for municipal business when it is the most economical method of travel.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(1)(f) (1997)

(Approved 03/89)

TRAVEL/PASSENGER REIMBURSEMENT FILES (Item 5-23)

These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation request, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(1)(f) (1997)

(Approved 03/89)

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

UNCLAIMED CHECKS/WARRANTS (Item 5-36)

These are unclaimed checks covering disbursements for municipal expenses. Includes check number, date, amount, purpose, and name of payee.

RETENTION

Retain for 1 year and then transfer to the State Treasurer, Unclaimed Property Division.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(1)(f) (1997)

(Approved 11/96)

WARRANT REGISTERS (Item 5-26)

These registers are numerical listings of check numbers of all checks issued by the municipality. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

RETENTION

Retain for 7 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

WARRANT REQUESTS (Item 5-27)

These are requests from municipal agencies to the municipal treasurer or finance director to pay vendors.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(1)(f) (1997)

(Approved 12/97)

WARRANT REQUESTS - CANCELLED (Item 5-28)

This is the manual documentation method of imputting data about cancelled warrants which then becomes part of the general ledger.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(1)(f) (1997)

(Approved 12/97)

WARRANT/CHECKS - LOST (Item 5-30)

This is legal documentation explaining and justifying a lost warrant.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(1)(g) (1997)

(Approved 12/97)



SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

WARRANT/CHECKS - REDEEMED

(Item 5-29)

These are actual warrants or checks cut from a warrant request.  
"In the event the city is without funds on deposit in one of its appropriate bank accounts with which to pay any lawfully approved claim, the city auditor or recorder shall draw and sign a warrant upon the treasurer of the city for payment of the claim, the warrant to be tendered to the payee named thereon" (UCA 10-6-140 (1997)).

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(1)(g) (1997)

(Approved 12/97)

SCHEDULE 6  
LICENSING RECORDS

SCHEDULE 6  
LICENSING RECORDS

BEER LICENSE APPLICATION FILES (Item 6-1)  
These files contain completed applications to obtain licenses for selling beer within municipal boundaries per local ordinances. Applicants are also required to file a cash or corporate bond "conditioned upon the licensee's faithful compliance" (UCA 32A-10-205(2) (1997)).

RETENTION  
Retain for 4 years after completion of application and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 06/97)

BUSINESS LICENSE FILES (Item 6-2)  
These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

RETENTION  
Retain for 4 years after final renewal of license and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

SUGGESTED SECONDARY CLASSIFICATION  
Private: UCA 63-2-302(1)(f) (1997)

(Approved 03/89)

SCHEDULE 6  
LICENSING RECORDS

CERTIFICATES OF LICENSE (Item 6-3)  
These are copies of annual license certificates issued to businesses by a municipality to be displayed in the business per local ordinance.

RETENTION  
Retain for 1 year after issuance of certificate and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 06/97)

LICENSE REGISTERS (Item 6-4)  
These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

RETENTION  
Record copy: Permanent.  
Duplicate copies: Retain until superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

SUGGESTED SECONDARY CLASSIFICATION  
Private.

(Approved 11/96)

SCHEDULE 7  
MAINTENANCE RECORDS

SCHEDULE 7  
MAINTENANCE RECORDS

AMERICANS WITH DISABILITIES ACT RECORDS (Item 7-13)

These records document compliance with the Americans with Disabilities Act (ADA). They include surveys of municipal buildings to determine accessibility for the physically handicapped, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.

RETENTION

Retain for 15 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS (Item 7-14)

These are the final plans and specifications for approved and constructed municipal buildings.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

BUILDINGS AND GROUNDS MAINTENANCE LOG (Item 7-1)

This log records all repairs made to municipal buildings and grounds. It is used to verify that repairs were made.

RETENTION

Retain for 3 years after completion of repairs and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 7  
MAINTENANCE RECORDS

DAILY VEHICLE USAGE REPORT (Item 7-2)  
This is a report of all vehicle usage. It is used for both maintenance and planning purposes. Includes date, list of repairs needed and action taken, miles traveled, problems, and driver's name.

RETENTION  
Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 09/89)

DAILY WORK LOGS (Item 7-3)  
This daily log is maintained by each work crew to verify work completed. This log includes date, work order number, location, job requirements, date completed, equipment used, and initials or crew chief's signature.

RETENTION  
Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 09/89)

EQUIPMENT MAINTENANCE AND REPAIR RECORDS (Item 7-4)  
These are records of service repair and maintenance of municipal equipment, including office machines and furniture.

RETENTION  
Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 09/89)

SCHEDULE 7  
MAINTENANCE RECORDS

FUEL RECORDS (Item 7-5)  
These are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by the municipal vehicles.

RETENTION  
Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 09/89)

GASOLINE SALES TICKETS (Item 7-6)  
These are copies of credit card sales slips. They are used to verify the purchase of gasoline.

RETENTION  
Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 09/89)

INSURANCE ADJUSTERS' ESTIMATES (Item 7-15)  
These are insurance adjusters' reports on repair estimates for municipal vehicles.

RETENTION  
Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 11/96)



SCHEDULE 7  
MAINTENANCE RECORDS

MILEAGE CERTIFICATES (Item 7-16)

These are certificates issued by the dealer/manufacture  
certifying the mileage is accurate on each municipally purchased  
vehicle.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

SERVICE REQUESTS (Item 7-7)

These are requests for maintenance, service, cleaning, or repair  
of vehicles, equipment, and buildings, received from any  
municipal department.

RETENTION

Retain for 6 months after maintenance completed and then  
destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

SPACE UTILIZATION REPORTS (Item 7-17)

These are reports on the amount of floor space in municipal  
buildings. They are used for planning purposes. The report  
includes number of rooms, square footage per room, and room  
capacity.

RETENTION

Retain until superseded or obsolete and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

SCHEDULE 7  
MAINTENANCE RECORDS

VEHICLE ASSIGNMENT RECORDS (Item 7-8)

These are assignment logs, reports, authorizations, and similar records relating to the assignment and use of vehicles by municipal employees or officials.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

VEHICLE MAINTENANCE RECORDS (Item 7-9)

These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

RETENTION

Retain for 1 year after disposition of vehicle and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

VEHICLE REGISTRATION CERTIFICATES (Item 7-10)

These motor vehicle registration forms document municipal ownership of vehicle.

RETENTION

Retain until vehicle is transferred or sold and then transfer with vehicle.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

SCHEDULE 7  
MAINTENANCE RECORDS

WORK ORDER LOG (Item 7-11)

This is a log of all work orders. It is used for reference to verify that work was performed. Includes work order number, work order request, dates received and completed, record of trouble calls and work completed.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

WORK ORDERS (Item 7-12)

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

SCHEDULE 8  
PAYROLL RECORDS

SCHEDULE 8  
PAYROLL RECORDS

ADMINISTRATIVE PAYROLL REPORTS (Item 8-1)

These are reports and statistics with supporting and related records which document payroll operations. They include reports and data used for workload and personnel management purposes.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private: UCA 63-2-302(1) (1997).

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1997)

(Approved 11/96)

BUDGET AUTHORIZATION REFERENCE FILES (Item 8-2)

These are copies of budget authorizations in operating payroll units. They are used to control personnel ceilings and personnel actions.

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1997)

(Approved 03/89)

SCHEDULE 8  
PAYROLL RECORDS

DEDUCTIONS AND OTHER EARNINGS REGISTERS (Item 8-3)  
These registers record, by department code, amounts deducted from employees' payroll checks. They are used for reference of retirement and other miscellaneous deductions.

RETENTION  
Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Private.

SUGGESTED SECONDARY CLASSIFICATION  
Public: UCA 63-2-301(1)(b) (1997)

(Approved 03/89)

EMPLOYEE EARNINGS HISTORY FILES (Item 8-4)  
These files are a cumulative salary history for individual municipal employees. They contain the name and address of each employee, name of department and position, social security number, date of birth, date employed, earnings and deductions by pay period, gross earnings year-to-date, net pay, and check number. These files are considered to be the most important payroll record for retirement purposes.

RETENTION  
Retain until separation of employee and then place in Personnel file.

SUGGESTED PRIMARY CLASSIFICATION  
Private: UCA 63-2-302(1) (1997).

SUGGESTED SECONDARY CLASSIFICATION  
Public: UCA 63-2-301(1)(b) (1997)

(Approved 03/89)

SCHEDULE 8  
PAYROLL RECORDS

FLEXTIME ATTENDANCE RECORDS (Item 8-17)

These are supplemental time and attendance records (e.g., sign-in/sign-out sheets and work reports). They are used for payroll accounting under flextime systems.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(1)(f) (1997)

(Approved 03/89)

GARNISHMENT RECORDS (Item 8-5)

These are records of garnishments or levies for debts owed by employees which are attached to employees' earnings.

RETENTION

Retain for 3 years after end of garnishment and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1997)

(Approved 03/89)

SCHEDULE 8  
PAYROLL RECORDS

INCOME TAX EXEMPTIONS AND WITHHOLDING FILES (Item 8-6)

These files contain forms for individual employee's exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

RETENTION

Retain for 4 years after form is superseded or termination of employee and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 03/89)

INDIVIDUAL AUTHORIZED ALLOTMENTS FILES (Item 8-7)

These are records of employee authorizations for payroll deductions for allotments (i.e., U.S. Savings Bonds).

RETENTION

Retain until superseded or 3 years after separation of employee and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 03/89)

INSURANCE DEDUCTION FILES (Item 8-8)

These are reports and related papers including copies of vouchers and payment schedules pertaining to insurance deductions.

RETENTION

Retain for 3 years after separation of employee and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 03/89)



SCHEDULE 8  
PAYROLL RECORDS

LEAVE ADJUSTMENT REPORTS (Item 8-18)

These are reports of all leave adjustments made during a pay period. These reports include category of adjustments, the amount, social security number, and employee's name.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private: UCA 63-2-302(1) (1997).

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1997)

(Approved 11/96)

LEAVE APPLICATION FILES (Item 8-9)

These are applications for leave, and supporting papers relating to request for, and the approval of, taking leave time (vacation, sick, etc.).

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 11/96)

LEAVE DATA FILES (Item 8-10)

These files contain compilations of leave earned and taken. Includes the annual leave compilation card.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private: UCA 63-2-302(1) (1997).

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1997)

(Approved 11/96)

SCHEDULE 8  
PAYROLL RECORDS

PAYROLL FILES (Item 8-11)

These files contain memoranda, copies of payrolls, checklists, and related certification sheets. They also include security copies of documents prepared or used for disbursement, along with supporting documentation. Please refer to Schedule 8, Item #4 "Employee Earnings History Files," if an earning history file/card is not maintained.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1997)

(Approved 12/97)

PAYROLL REGISTER (Item 8-12)

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION

Retain for 7 years if agency has employee earnings history files and then destroy. Retain for 65 years, if agency does not have employee history files and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private: UCA 63-2-302(1) (2002).

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (2002)

(Approved 03/03)

SCHEDULE 8  
PAYROLL RECORDS

RETIREMENT BENEFITS ASSISTANCE FILES (Item 8-19)

These files contain correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors in claiming insurance or retirement benefits.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1997)

(Approved 03/89)

RETIREMENT FILES (Item 8-13)

These are reports and register control documents relating to an employee's retirement.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1997)

(Approved 03/89)

SAVINGS BOND PURCHASE RECORDS (Item 8-20)

These records document the payroll deduction and purchase of U.S. Savings Bonds.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 8  
PAYROLL RECORDS

SAVINGS BOND PURCHASE SUMMARY REPORT (Item 8-21)  
These reports list employee U.S. Savings Bond purchases and remaining bond balances.

RETENTION  
Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Private: UCA 63-2-302(1) (1997).

(Approved 11/96)

TAXABLE WAGE EARNING REPORTS (Item 8-22)  
These files contain records on individual employee income taxes. Includes returns filed for income taxes such as IRS Form W-2, reports on withheld federal taxes such as IRS Form W-3 with related papers, and reports relating to income and social security taxes.

RETENTION  
Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Private: UCA 63-2-302(1) (1997).

(Approved 11/96)

TIME SHEETS (Item 8-14)  
These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

RETENTION  
Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

SUGGESTED SECONDARY CLASSIFICATION  
Private: UCA 63-2-302(1)(f) (1997)

(Approved 11/96)

SCHEDULE 8  
PAYROLL RECORDS

WAGE SURVEY FILES (Item 8-15)  
These files contain wage survey reports and data; working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

RETENTION  
Retain until completion of second succeeding wage survey and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Private.

(Approved 03/89)

WORKERS' COMPENSATION CLAIM FILES (Item 8-16)  
These are files containing claims for on-the-job injuries or job related disabilities under the Workers' Compensation Act (Title 34, Chapter 9). A report is filed with the Utah Industrial Commission.

RETENTION  
Retain for 10 years after final settlement and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Private.

SUGGESTED SECONDARY CLASSIFICATION  
Public: UCA 63-2-301(1)(b) (1997)

(Approved 03/89)

SCHEDULE 9  
PERSONNEL RECORDS

SCHEDULE 9  
PERSONNEL RECORDS

ADVERSE ACTION FILES (Item 9-16)

These are case files and related records created in reviewing an adverse action (disciplinary or nondisciplinary removal, suspension, leave without pay, or reduction in force) against an employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and a record of appeals, excluding letters of reprimand which are normally filed in the official personnel files.

RETENTION

Retain for 3 years after case is closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 11/96)

COMPREHENSIVE EMPLOYMENT AND TRAINING ACT (CETA) PERSONNEL FILES (Item 9-3)

These personnel files contain information on all persons (full-time, part-time, and temporary employees) hired through federally funded CETA programs. These employees were not later hired as full-time regular municipal employees (20 CFR 678 (1990)). CETA is an obsolete federally funded employment program.

RETENTION

Retain for 5 years from the date of enrollment and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1997)

(Approved 03/88)

SCHEDULE 9  
PERSONNEL RECORDS

COURSE ANNOUNCEMENT FILES

(Item 9-33)

These are informational files on municipal employee training opportunities. They are used for reference purposes. They include pamphlets, notices, catalogs, and other records that provide information on courses or programs offered to municipal employees by government agencies or non-governmental organizations.

RETENTION

Retain until superseded or obsolete and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

COURT ORDERED COMMUNITY SERVICE FILES

(Item 9-17)

These files document participation in court ordered community service projects. A district, circuit, or juvenile court may order the completion of a specific number of hours of community service in lieu of a jail term or payment of a fine. The files include an introduction form from the court which contains name, number of hours of community service ordered to perform, by what date, and any expectations; a copy of the court order; and a time sheet showing how many hours have been completed. The court having jurisdiction of the case retains the record copy of these records.

RETENTION

Retain for 1 year after completion of community service and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Exempt: Rule 4-202.03(10) (1995) CJA

(Approved 11/96)



SCHEDULE 9  
PERSONNEL RECORDS

ELIGIBILITY CERTIFICATES (Item 9-2)  
These are certificates of eligibility with related requests, forms, correspondence, and statement of reasons for passing over a "preference eligible" and selecting a "non-preference eligible."

RETENTION  
Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Private: UCA 63-2-302(2)(a) (1997).

SUGGESTED SECONDARY CLASSIFICATION  
Public: UCA 63-2-301(1)(b) (1997)

(Approved 03/88)

ELIGIBILITY REGISTER (Item 9-4)  
This a a register of persons identified as qualified (eligible) to fill specific municipal positions. The municipality hires from this register.

RETENTION  
Retain for 2 years after expiration of eligibility and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Private.

(Approved 06/97)

SCHEDULE 9  
PERSONNEL RECORDS

EMERGENCY AND OTHER PERSONAL LEAVE FILES (Item 9-5)

These records show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private: UCA 63-2-302(1)(b) (1997).

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1997)

(Approved 12/97)

EMPLOYEE HISTORY CARD (Item 9-6)

These cards provide a summary of individual employee municipal employment. They are used exclusively for easy reference. The cards include the employee's name, date service began, social security number, birth date, health certificates and dates, work experience, salaries, and special assignments.

RETENTION

Retain for 7 years after separation or 2 years after retirement and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1997)

(Approved 11/96)

SCHEDULE 9  
PERSONNEL RECORDS

EMPLOYEE TRAINING FILES (Item 9-18)

These files document course availability and municipal employee participation in training programs sponsored by the municipality, other government agencies, and non-governmental institutions. They include correspondence, reports, participant lists, and other items. The actual training certificates and transcripts are filed in individual personnel files.

RETENTION

Retain for 6 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

EMPLOYEE WARNING FILES (Item 9-19)

These are unacceptable performance appraisals where a notice of proposed demotion or removal is issued but not effected, along with all related documents.

RETENTION

Retain for 2 years after employee completes an acceptable performance review from the date of the written notice of proposed removal or reduction in grade and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 06/97)

SCHEDULE 9  
PERSONNEL RECORDS

EMPLOYMENT APPLICATIONS (HIRED) (Item 9-1)

These are application forms completed by persons seeking municipal employment who were subsequently hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references. This should be filed in the Personnel file.

RETENTION

Retain in Personnel file.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1997)

(Approved 03/88)

EMPLOYMENT APPLICATIONS (NOT HIRED) (Item 9-20)

These are application forms completed by persons seeking municipal employment who were not hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references.

RETENTION

Retain for 2 years after application deadline and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 06/97)

SCHEDULE 9  
PERSONNEL RECORDS

EMPLOYMENT ELIGIBILITY RECORDS (I-9) (Item 9-34)

This form is required by the U.S. Immigration and Naturalization Service to be completed by all employers when hiring, when recruiting for a fee, or when continuing to employ individuals in accordance with 8 CFR 274a.2 (1993)). It is used to verify the prospective employee is a U.S. citizen, resident alien, or legal immigrant eligible to be hired in the United States.

RETENTION

Retain for 3 years after date of hire or 1 year after date the individual's employment is terminated, whichever is longer (8 CFR 274a.2 (1993)) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/97)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLIANCE CASE FILES (Item 9-21)

These are compliance files containing background papers and correspondence relating to contractor employment practices.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

SCHEDULE 9  
PERSONNEL RECORDS

EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINT CASE (Item 9-8)  
FILES

These files document official discrimination complaints received and resolved by the municipality. The files contain complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222 (1992).

RETENTION

Retain for 4 years after resolution of case and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1997)

(Approved 03/88)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FILES (Item 9-22)

These files document the adoption and administration of municipal affirmative action programs under the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. The files include program correspondence, program plans, reports, and may include anti-discrimination committee meeting records and reports.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 9  
PERSONNEL RECORDS

EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS (Item 9-35)

These reports are required to be filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA) (29 CFR 1602 (1992)). They include statistical information on employees hired, rehired, and terminated.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATISTICS FILES (Item 9-23)

These files contain employment statistics and statistical reports relating to race and gender.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

SCHEDULE 9  
PERSONNEL RECORDS

EXEMPT EMPLOYEE PERFORMANCE-RELATED RECORDS (Item 9-7)

These files document the performance of exempt employees. They may include performance records superseded through an administrative, judicial, or quasi-judicial procedure; performance appraisals along with job elements and standards upon which they are based; and supporting documentation.

RETENTION

Retain for 5 years after date of appraisal and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1997)

(Approved 12/97)

GREEN THUMB PROGRAM FILES (Item 9-24)

These files document the municipality's participation in the Green Thumb Program. This is a program designed to improve the economic and social conditions of older citizens and rural communities by providing essential community services through promoting the employment and training of older Americans. The Green Thumb Program is sponsored by the National Farmer's Union and is funded by the U.S. Department of Labor. Participants are low income persons 55 years and older who work an average of 20 to 24 hours per week. The files include time cards, Green Thumb employment form, performance review forms, enrollee job description, work schedule, medical examination form, memoranda, surveys, and related correspondence.

RETENTION

Retain for 3 years after final expenditure report submitted and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1997)

(Approved 11/96)



SCHEDULE 9  
PERSONNEL RECORDS

GRIEVANCE AND DISCIPLINARY FILES (Item 9-9)

These files document the review of grievances and appeals raised by municipal employees, except EEO complaints. These case files include witnesses' statements, reports of interviews; and hearings, examiner's findings, recommendations and exhibits; and records relating to a reconsideration request.

RETENTION

Retain for 3 years after case is closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private: unsubstantiated.

SUGGESTED SECONDARY CLASSIFICATION

Public: substantiated (UCA 63-2-301(2)(o) (1997))

(Approved 03/88)

INTERVIEW RECORDS (Item 9-25)

These are records described in 29 CFR 1602.14 (1992) relating to interviews with prospective employees. They include correspondence, reports, lists of questions, notes, and test scores.

RETENTION

Retain for 2 years after hiring decision is made and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 06/97)

JOB OPENING FILES (Item 9-10)

These files contain a listing of all current municipal job openings with job descriptions.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/88)

SCHEDULE 9  
PERSONNEL RECORDS

LABOR-MANAGEMENT RELATIONS FILES (Item 9-26)

These files document the relationship between municipal management and employee unions or associations. They include correspondence, memoranda, and reports.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

MERIT EMPLOYEE PERFORMANCE-RELATED RECORDS (Item 9-27)

These are performance-related records pertaining to summary performance appraisal, including appraisals and job element standards upon which they are based; and any supporting documentation.

RETENTION

Retain for 3 years after date of appraisal and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1997)

(Approved 06/97)

SCHEDULE 9  
PERSONNEL RECORDS

MUNICIPAL OFFICERS' AND EMPLOYEES' ETHICS ACT RECORDS (Item 9-36)

These records are legal/disclosure forms and council disclosure forms used by elected or appointed municipal officials to disclose any actual or potential conflict of interest in accordance with UCA 10-3-1302 through 10-3-1312 (1997) (Municipal Officers' and Employees' Ethics Act). The disclosures are made to the mayor. Includes personal benefits, special privileges or compensation received for assisting any person or business in transactions involving the city; disclosure of any officer, director, or agent employee of a substantial interest in a business entity regulated by or doing business with the city; and any personal interest or investment which creates a conflict between public duties and personal interest.

RETENTION

Retain for 10 years after termination of municipal employment/appointment and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

PERSONAL INJURY FILES (Item 9-11)

These files contain forms, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made. They exclude copies filed in the Personnel files and those submitted to the Utah Industrial Commission.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 03/88)

SCHEDULE 9  
PERSONNEL RECORDS

PERSONNEL FILES

(Item 9-12)

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION

Record copy:	Retain for 65 years or 3 years after retirement or death, whichever is shorter, and then destroy.
Duplicate copies:	Retain for 1 year after separation and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (2002)

(Approved 03/03)

PERSONNEL REQUISITION AND ANALYSIS FILES

(Item 9-28)

These forms are used by municipal departments to fill vacant positions and to request new positions. The forms include position title, whether exempt or nonexempt, grade, step, classification, part or full-time, replacement or new position, reasons for replacement, requesting department, whether municipal employees will be considered for position, educational requirements, specialized training and experience required, and a section to be completed if requesting new positions (special functions, how those functions are currently being performed, why position is required, and signature of department head or elected official).

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

SCHEDULE 9  
PERSONNEL RECORDS

POSITION DESCRIPTION FILES (Item 9-13)

These files describe established positions including information on title, grade, duties, and agency responsibilities.

RETENTION

Record copy: Retain for 5 years after position is abolished or description is superseded and then destroy.

Duplicate copies: Retain until position is abolished or superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/88)

POSITION SURVEY FILES (Item 9-14)

These are survey reports on various positions prepared by classification specialists determining accuracy of position description, grade, and salary. They may also include periodic reports.

RETENTION

Retain for 3 years or until position is resurveyed, whichever occurs first and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/88)

SCHEDULE 9  
PERSONNEL RECORDS

PRE-EMPLOYMENT HEALTH RECORDS (Item 9-37)

These health records document pre-employment physicals for municipal positions which provide the baseline health data on municipal employees who qualified for the specific positions, particularly for police department and fire department positions. These records are used to limit liability in deployment of workers, to establish the health status of potential workers, and to limit the effect of occupational related diseases and conditions that might limit an employee's ability to perform assigned duties. These records include chest and back x-rays, hypertension screenings, blood series, and medical histories.

RETENTION

Retain for 30 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 11/96)

PRE-EMPLOYMENT TESTS (Item 9-38)

These examinations are required of applicants for specific municipal positions. They include date, position tested for, employee name, social security number, the actual test questions and applicant's answers, and scores.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

SUGGESTED SECONDARY CLASSIFICATION

Private:                      applicant's name and score

(Approved 11/96)

SCHEDULE 9  
PERSONNEL RECORDS

PROMOTIONAL TESTS (Item 9-39)

These are tests taken by municipal employees to determine eligibility for promotion. They include the actual tests, answer keys, individual test scores, and the results from oral interviews.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

SUGGESTED SECONDARY CLASSIFICATION

Private: name and score

(Approved 11/96)

QUARTERLY WAGE LIST REPORTS (Item 9-29)

These are reports submitted quarterly to the State Department of Employment Security. They include the quarterly wage list (the name and address of employer, registration number, quarter ending date, employee social security number, name of employee, hire date of new employees, and total wages for quarter, the reimbursable employment, payrolls, and new hires report form (name and address of organization, non-insured workers, individual amount for the first, second, third and fourth quarters, insured workers' names; telephone number, and department of person completing form)).

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 06/97)

SCHEDULE 9  
PERSONNEL RECORDS

RECRUITMENT FILES (Item 9-30)

These files document the offering of municipal positions to potential employees. These files contain job offers which were declined. The accepted offers are maintained in individual personnel files.

RETENTION

Retain for 2 years after hiring decision is made and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SALARY SURVEYS (Item 9-40)

These are salary survey reports on various municipal positions. They are used to compare salary ranges, benefits, education, and required experience. They include positions, grades, salaries, benefits, education, and experience.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302 (1997)

(Approved 11/96)



SCHEDULE 9  
PERSONNEL RECORDS

SUMMER YOUTH PROGRAM FILES (Item 9-31)

These files document participation in the summer youth program. The summer youth program provides employment with government agencies for youth between the ages of fourteen and eighteen. The files include time cards, copies of labor training/modification form, employment applications, and related correspondence.

RETENTION

Retain for 3 years after termination of employment and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1997)

(Approved 12/97)

TEACHING AIDS TRAINING RECORDS (Item 9-15)

These are records of teaching aids which include manuals, syllabi, textbooks, and other training aids developed by the agency.

RETENTION

Record copy: Permanent. Retain training aids created by agency; retain training aids from other agencies or private institutions until obsolete or superseded and then destroy.

Duplicate copies: Retain until obsolete or superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

SCHEDULE 9  
PERSONNEL RECORDS

TEMPORARY EMPLOYEES PERSONNEL FILES (Item 9-32)

These are files maintained on temporary employees who were not provided benefits by the municipality. They include copies of correspondence and employment forms. They do not include personnel records created for specific federal programs.

RETENTION

Retain for 1 year after separation and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: UCA 63-2-301(1)(b) (1997)

(Approved 11/96)

SCHEDULE 10  
PURCHASING RECORDS

SCHEDULE 10  
PURCHASING RECORDS

CONTRACT PURCHASING RECORDS (Item 10-12)

These records document purchasing and construction contracts. They include the contract, correspondence, and related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION

Retain for 6 years after expiration of contract (UCA 78-12-23(2) (1997)) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

INVOICES (Item 10-5)

These records document the procurement of goods and services for the municipality. They usually include the date, number of items received, descriptions of items, invoice number, purchase order number, vendor, unit and total price of goods. Invoices are usually part of the accounts payable files or purchase order files.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 10  
PURCHASING RECORDS

LEASING CONTRACT FILES (Item 10-6)

These records document building or equipment leasing contracts between the municipality and a private vendor or other governmental agency. They include the actual lease and other related records documenting the agreement.

RETENTION

Retain for 4 years after contract expires (UCA 70A-2a-506 (1997)) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

PROFESSIONAL SERVICE AGREEMENT RECORDS (Item 10-7)

These records document the professional service agreements for temporary services between any municipal agency and professional individuals, or between agencies. They include the service agreement and other related records.

RETENTION

Retain for 4 years after last payment (UCA 78-12-25(1) (1997)) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

PURCHASE ORDERS (Item 10-1)

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

SCHEDULE 10  
PURCHASING RECORDS

PURCHASE REQUISITION FILES (Item 10-8)  
These files contain requisitions for supplies and equipment for current inventory.

RETENTION  
Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 11/96)

REAL ESTATE ACQUISITION FILES (Item 10-13)  
These records document the purchase of real property by the municipality. They include the contract and related correspondence.

RETENTION  
Retain for 7 years after unconditional sale of property and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

SUGGESTED SECONDARY CLASSIFICATION  
Protected: UCA 63-2-304(8) (1997)

(Approved 12/97)

SCHEDULE 10  
PURCHASING RECORDS

REQUESTS FOR PROPOSALS (Item 10-9)

These are proposals submitted by private vendors in response to bid requests by the municipality. They are used to make decisions on purchasing equipment or adopting new systems. The proposals usually include the name, address, and telephone number of the company submitting the proposal; the proposal; advantages over other similar equipment or programs; costs; and estimates of conversion costs and time.

RETENTION

Retain for 2 years after decision and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

SUCCESSFUL BID PROPOSAL FILES (Item 10-2)

These files contain the formal proposals submitted in response to the bidding process to provide products or services to a municipal agency by a private vendor which was awarded the municipal contract.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

TAX EXEMPTION RECORDS (Item 10-14)

These records document the municipality's sales tax exemption for specific purchases. They include tax exemption certificates and related records.

RETENTION

Retain for 3 years after period covered by related account and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 10  
PURCHASING RECORDS

UNOPENED BIDS PROPOSALS FILES (Item 10-10)

These are solicited and unsolicited bids, and proposals to provide products or services which, due to funding or administration reevaluation, are no longer required by the municipal agency, or will not be opened in the bidding process.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)

UNSUCCESSFUL BIDS AND PROPOSALS FILES (Item 10-11)

These are solicited and unsolicited unsuccessful (rejected) bids and proposals to provide products or services to an agency by a private contractor.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

VENDOR LIST (Item 10-3)

This is a list of vendors providing goods and services to the municipality. It usually includes names of vendors, addresses, telephone numbers, and descriptions of goods or services provided.

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 11/96)



SCHEDULE 10  
PURCHASING RECORDS

VOUCHERS

(Item 10-4)

This is an official authorization to pay on a claim or bill.  
Includes name of department fund, check number, date, amount of  
claim, transmittal sheet number, and authorizing signature.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

SCHEDULE 11  
RISK MANAGEMENT RECORDS

SCHEDULE 11  
RISK MANAGEMENT RECORDS

DISASTER PLANNING FILES (Item 11-1)  
These files are used to prepare city-wide plans for action to address emergency conditions (e.g. fire, flood, earthquake, and other disasters). They include studies and evaluations undertaken by the municipality, and the completed disaster plan.

RETENTION  
Permanent.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

SUGGESTED SECONDARY CLASSIFICATION  
Protected: UCA 63-2-304(11) (1997)

(Approved 11/96)

INSURANCE POLICY FILES (Item 11-2)  
These are insurance policy contracts between the municipality and private insurers.

RETENTION  
Retain for 15 years after expiration of policy and settlement of all claims and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 12/97)

INSURANCE REPORTS (Item 11-3)  
These reports are used for the reference and generation of claim files.

RETENTION  
Retain for 12 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

SUGGESTED SECONDARY CLASSIFICATION  
Protected: UCA 63-2-304(24) (1997)

(Approved 12/97)

SCHEDULE 11  
RISK MANAGEMENT RECORDS

LIABILITY RISK MANAGEMENT CASE FILES (Item 11-4)

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

RETENTION

Retain for 20 years after case closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected: UCA 63-2-304(24) (1997)

(Approved 12/97)

LOSS CONTROL INSPECTION REPORTS (Item 11-5)

Each year a municipal agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds. If the agency completes this report, they can get a 15 percent discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.

RETENTION

Retain for 12 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected: UCA 63-2-304(24) (1997)

(Approved 12/97)

SCHEDULE 11  
RISK MANAGEMENT RECORDS

MEDICAL AND DENTAL INSURANCE CLAIM FILES (Item 11-6)

These files contain medical and dental claims submitted by municipal employees. They are used to track medical and dental claims, and cost analysis of insurance programs.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(1)(a) (1997)

SCHEDULE 12  
SPECIAL ASSESSMENT RECORDS

SCHEDULE 12  
SPECIAL ASSESSMENT RECORDS

MINUTES OF THE BOARD OF EQUALIZATION AND REVIEW (Item 12-1)

These are minutes of the Board of Equalization of Review. Before an assessment is levied, an assessment list shall be prepared designating each parcel of property proposed to be assessed and the amount of the assessment apportioned to the property. Upon completion of the assessment list, the governing body shall appoint a board consisting of three or more of the members of the governing body or, at the option of the governing body of any municipality, consisting of the municipal recorder or a designee, the municipal engineer or public works director or a designee, or the municipal attorney or a designee. At each hearing, the board shall hear arguments from any person who believes to be aggrieved, including arguments relating to the benefits accruing to any tract, block, lot, or parcel of property in the district or relating to the amount of the proposed assessment against that tract, block, lot, or parcel. The findings of the report are reviewed and approved by the governing body of the municipality (UCA 17A-3-317 (1997)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

NOTICES OF INTENTION (Item 12-2)

The city council shall give "notice of its intention to make the improvements and to levy assessments to pay all or part of the costs of the improvements" before a special improvement district is created (UCA 17A-3-305 thru 17A-3-306 (1997)).

RETENTION

Retain for 2 years after final payment made and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

SCHEDULE 12  
SPECIAL ASSESSMENT RECORDS

PROTEST FILES (Item 12-3)

These are written protests by owners of property to be assessed in a special improvement district. The governing body hears protests and approves changes or cancels districts.

RETENTION

Retain for 2 years after resolution or end of all litigation and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

SPECIAL ASSESSMENT BOOKS (Item 12-4)

These books record the levy and assessment of special taxes. They contain extension number, address, plat or subdivision; block and lot numbers; name of owner; address; number of front feet; amount paid on principle; interest; when paid; total amount paid and principal interest.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SPECIAL ASSESSMENT LEDGERS (Item 12-5)

These ledgers record the expenditures for taxes levied for special assessments. They include the year, month, disbursement, balance, warrants paid, balance credit, cash, and transfers.

RETENTION

Retain for 3 years after final payment and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)



SCHEDULE 12  
SPECIAL ASSESSMENT RECORDS

SPECIAL ASSESSMENT STATEMENTS (Item 12-6)

These statements are a validation of when taxes are paid. One copy is sent to the taxpayer and a copy is retained by the treasurer. They are used as a record of payments on the assessment and for audit purposes. The statements include name and address, treasurer's receipt number, block and lot numbers.

RETENTION

Retain for 3 years after final payment made and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

SPECIAL TAX REFUND BOOKS (Item 12-7)

These books are used to record the payment of refunds for the overpayment of special taxes. They contain the name of special tax project, extension number, page number, owner, lot number, block number, plat or subdivision, number of front feet, refund per feet, date refunded and amount, total abatement refunds, revenue, and surplus for project.

RETENTION

Retain for 3 years after final payment and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/89)

SCHEDULE 13  
AIRPORT RECORDS

SCHEDULE 13  
AIRPORT RECORDS

AIR SPACE CONSTRUCTION FILES (Item 13-1)

These files contain applications (FAA Form 7460) to construct facilities which may obstruct air space affecting flights at the airport. They are required by the Federal Aviation Administration (FAA). The files contain the correspondence and applications requesting approval or denial of request. This information is placed on aeronautical charts.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 07/89)

AIRFIELD INSPECTION FILES (Item 13-2)

These files record airfield inspections made at the airport on runway conditions, fire and rescue facilities, ground vehicle control, obstructions, public protection, bird hazards, construction and other unservicable areas, wind-indicating devices, standby power system, fuel farms, lift stations and nightly inspection of lighting. The files are maintained in compliance with Federal Aviation Administration (FAA) regulations (14 CFR 139.301 (1994)). They include date, time of inspection, shift, inspector's name, a checklist of items to be checked, present condition, and action taken.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected: UCA 63-2-304(11) (1997)

(Approved 07/89)

SCHEDULE 13  
AIRPORT RECORDS

AIRPORT AUTHORITY BOARD MINUTES (Item 13-9)

These are the minutes of the Airport Authority Board. This board consists of seven commissioners appointed by the mayor with the consent of the city council. The board "has charge and responsibility for the planning, design, construction, operation, maintenance, administration and management of all airport properties and attendant facilities under the jurisdiction of the city" (UCA 17A-2-1502(5) (1997)). "The board shall cause written minutes of its proceedings to be kept which shall be available for public inspection in the office of the director. The board shall record in the record the yea and nay votes cast by the board with regard to any action taken by it" (UCA 17A-2-1516 (1997)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

AIRPORT CERTIFICATION SPECIFICATION MANUALS (Item 13-12)

This record is the Federal Aviation Authority (FAA) approved Airport Certification Specification Manual as required in 14 CFR 139.207. The manual is kept up-to-date and is submitted to the FAA for inspection upon request.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 13  
AIRPORT RECORDS

AIRPORT MASTER RECORD FILES (Item 13-3)

The forms (5010.1) are created by the Federal Aviation Administration (FAA) to document basic information about airports and are updated as state officials inspect the airports. The records contain information on individual airports, including owner's name and address, manager's name and address, whether the airport is public or private, latitude and longitude, runway date, lighting, landing length, services, facilities, based aircraft, and operations. Also included is an Airport Layout Plan (ALP) of the airport.

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected: UCA 63-2-304(11) (1997)

(Approved 12/97)

AS-BUILT PROJECT DRAWINGS (Item 13-4)

These as-built drawings document all construction projects including runways, cargo buildings, terminals, hangars, and remodeling projects. They serve as a record of actual construction.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 13  
AIRPORT RECORDS

DAILY LOG BOOKS

(Item 13-5)

These daily log books are kept by inspectors and project engineers on the progress of each airport construction as required by the Federal Aviation Administration (FAA). They are used for verification purposes of what happened on a particular day.

RETENTION

Retain for 7 years after completion of project and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 07/89)

ENGINEERING PROJECT FILES

(Item 13-6)

These are project files for all airport construction. They are used to monitor compliance of local, state and federal regulations. They include engineer's project notes, inspection reports, construction progress reports, a record of payment, drawings, project location numbers, details of project, cost of construction, requests for money to be spent, agreements, and related correspondence (14 CFR 151.53, 14 CFR 151.55 (1993)).

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 13  
AIRPORT RECORDS

MAINTENANCE REPORT RECORDS (Item 13-7)  
These files contain logs, reports, and similar records relating to the inspection, maintenance and repair of airport runways, runway lights, beacons and other ground devices maintenance records directly related to the landing and taking off from airport. Please refer to Schedule 7, Item #9 "Vehicle Maintenance Records" for the maintenance records of airport vehicles.

RETENTION  
Retain for 10 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

SUGGESTED SECONDARY CLASSIFICATION  
Protected: UCA 63-2-304(11) (1997)

(Approved 12/97)

MAYOR'S REPORTS (Item 13-8)  
The airport authority board is required to file with the mayor the following reports: "(1) a detailed report of all its transactions, including a statement of all revenues and expenditures, at monthly, quarterly, or annual intervals, as the mayor may prescribe; (2) on or before September 30 of each year, a report of its activities for the preceding calendar year, which report shall include a complete financial statement setting forth its assets, liabilities, income and operating expense; (3) any additional report required or requested by the mayor" (UCA 17A-2-1521 (1997)).

RETENTION  
Permanent.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 12/97)

SCHEDULE 13  
AIRPORT RECORDS

PERMITS AND CERTIFICATION FILES (Item 13-10)

These files contain permits and certifications from the Federal Aviation Administration (FAA) or other state and federal agencies and other reports, correspondence, or other documentation bearing directly on the application for the issuance or the renewal of the permit or certification.

RETENTION

Retain for 2 years after expiration and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 07/89)

RESOLUTIONS (Item 13-11)

These records are resolutions that are adopted by the legislative body of a municipality with the intent to establish an authority "which must contain a statement of intent to create an airport authority; the name of the airport authority; the time and place for a public hearing; the name of the newspaper in which the resolution will be published; a designation of the airport or airports to come under the jurisdiction of the authority; and such other information concerning the proposed authority as the legislative body deems necessary or appropriate" (UCA 17A-2-1505 (1997)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)



SCHEDULE 14  
ANIMAL CONTROL RECORDS

SCHEDULE 14  
ANIMAL CONTROL RECORDS

ACTIVITY REPORTS

(Item 14-1)

These reports are compiled monthly to show the activity of animal control operations. They may include date, statistical information for each officer involved in the pickup of stray dogs or cats, and other animal impounds; injured animals; dead animals; home or other quarantines; total animals handled; licenses sold; total citations issued; warnings issued; response to calls; and total miles patrolled. These reports list the number of dogs, cats and other animals received, redeemed, sold, given away, destroyed, and total animals on hand at the first and end of each month.

RETENTION

Retain for 2 years and then destroy, if annual report produced; retain permanently, if no annual report produced.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

ANIMAL ADOPTION AGREEMENTS

(Item 14-8)

These records are completed by persons adopting animals. They are used to determine whether the prospective owner qualifies to adopt an animal and to verify whether animals were neutered or spayed. The records may include a pre-adoption questionnaire, a letter explaining the adoption process, and an adoption agreement.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(2)(d) (1997)

(Approved 12/97)

SCHEDULE 14  
ANIMAL CONTROL RECORDS

ANIMAL CITATIONS

(Item 14-2)

These are citations issued to animal owners for infractions of municipal ordinances (e.g., not having a license, allowing pet to run at large, no rabies vaccinations). They may contain the citation number, license number, owner's name and address, violation, ordinance number, date and time.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 07/89)

ANIMAL MASTER REPORT CARDS

(Item 14-3)

These cards are completed for each animal brought to the animal shelter. They may contain the following information: date brought in; assigned pen number; tag number; owner's name, address, and telephone number; location of pickup, type of animal, breed, sex and color; reason animal impounded and other information related to adoption or disposal.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 07/89)

SCHEDULE 14  
ANIMAL CONTROL RECORDS

BITE REPORTS

(Item 14-9)

This report form documents investigations of dog bites. Copies may be kept by the animal control officer, impound, and the local health department. A dog without rabies vaccination verification will be quarantined for 10 days to guarantee the dog does not have rabies (UCA 26-6-11 (1997)). The report usually includes the case number, information on person bitten, informant's name, information on incident, treatment, animal and investigation.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private:                      UCA 63-2-302(1)(b) and 63-2-302(2)(d)  
(1997)

(Approved 06/97)

COMPLAINT RECORDS

(Item 14-4)

These are complaints received by animal control officers. They may contain the following information: date, time, initials of person taking complaint; complainant's name, address, telephone number; owner's name, address, animal's license number; and complaint details.

RETENTION

Retain for 2 years or until resolution of litigation, whichever occurs later and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 14  
ANIMAL CONTROL RECORDS

CONTRACT BILLINGS (Item 14-10)

These are monthly bills received by municipalities with contractual agreements with counties to provide animal control services. They are used to collect fees for services provided. The bills may include date, invoice number, name and address of city, description of services provided, amount due, contract-agreement number, account number, amount, and a statement certifying billing accuracy.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

CONTROLLED SUBSTANCES EUTHANASIA LICENSE RECORDS (Item 14-11)

These records document the annual registration process required to purchase and dispense controlled substances in accordance with 21 CFR 1301.21 (1993). These substances are used for the disposing of unwanted animals. These records must include the license, copy of the application, and related correspondence.

RETENTION

Retain for 5 years after expiration of license and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 14  
ANIMAL CONTROL RECORDS

CONTROLLED SUBSTANCES EUTHANASIA LOG (Item 14-12)

This log documents the amount of controlled substances (e.g., sodium pentobarbital) used and the number of animals destroyed. It must include the date, number, animal type, case number, numbers total, and ending inventory.

RETENTION

Retain for 2 years (21 CFR 1304.03 (1993)) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

DAILY FIELD REPORTS (Item 14-5)

These forms are completed by each animal control officer to report on daily activities. They are used to compile activity reports. They include officer's name, time on and time off duty, patrol time and area, day of week, vehicle number used, beginning and ending mileage, type of activity performed such as picking up stray animals, quarantines, dead animals, complainants visited, and location and time.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 07/89)

SCHEDULE 14  
ANIMAL CONTROL RECORDS

DOG LICENSE RECORDS (Item 14-6)

These records document the payment of license fees. They may include owner's name, breed of dog, sex, color, expiration date of license, expiration date of rabies vaccine, dog's name, indication if dog was neutered or spayed, license fee, and date paid.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

MASTER LOGS (Item 14-7)

These logs record all animals brought into the animal shelter. They may include date animal was brought in, breed, sex, color, location picked up, owner's name, and information on disposition of animal (whether adopted or euthanized).

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 07/89)

SCHEDULE 15  
ATTORNEYS' RECORDS



SCHEDULE 15  
ATTORNEYS' RECORDS

CIVIL CASE FILES (Item 15-5)

These case files document significant civil court cases in which the municipality is a party or represents the interests of the State of Utah. They include case number, plaintiff, defendant, nature of case, attorney's notes, related correspondence, and final verdict. This information is largely duplicated in court files and could be weeded after the case is closed.

RETENTION

Record copy:	Retain for 10 years after case closed and then destroy.
Duplicate copies:	Retain for 1 year after case closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 06/97)

CLAIM PETITION FILES (Item 15-1)

These files contain petitions claiming damages caused by municipal employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable.

RETENTION

Retain for 6 years provided no litigation pending and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected.

(Approved 06/97)

SCHEDULE 15  
ATTORNEYS' RECORDS

COLLECTION CASE FILES

(Item 15-6)

These are case files that document "all fines, penalties, and forfeitures for the violation of any ordinance, when collected, shall be paid into the municipal treasury within seven days after the collection date" (UCA 10-3-716) (1997)). They include various court filings, attorney's notes, and final judgement.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 12/97)

FELONY CASE FILES

(Item 15-7)

These case files document felony cases filed and prosecuted in district court. They contain the case number, defendant's name, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. The files may also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in case files and could be weeded after the case is closed and all appeals heard.

RETENTION

Record copy: Retain for 10 years after case closed and then destroy.

Duplicate copies: Retain for 1 year after case closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 06/97)

SCHEDULE 15  
ATTORNEYS' RECORDS

FORMAL LEGAL OPINIONS

(Item 15-4)

These are the formal legal opinions written by city attorneys in response to requests received from various municipal departments in the course of municipal business. They are necessary to maintain consistency of opinion in related matters. They show date of opinion, advice or opinion, and name of requesting office or department.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

HOMICIDE AND OTHER MAJOR CRIMINAL CASE FILES

(Item 15-8)

These case files document homicides and other major criminal cases filed and prosecuted in the district court. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, amount of bond, trial date, verdict, and sentence. The files may also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the closure of the case.

RETENTION

Record copy: Permanent. May be transferred to the State Archives.

Duplicate copies: Retain for 10 years after case closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 06/97)

SCHEDULE 15  
ATTORNEYS' RECORDS

INFORMAL LEGAL OPINIONS (Item 15-11)

These are the informal legal opinions written by city attorneys in response to requests received from various municipal departments in the course of municipal business. They are necessary to maintain consistency of opinion in related matters. They show date of opinion, advice or opinion, and name of requesting office or department.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

LEGAL CASE INDEX (Item 15-9)

This is an index to civil and criminal (felony and misdemeanor) case files showing case number, names of defendant(s) and plaintiff(s), case type, date filed and disposed, decisions, and notations concerning case activities.

RETENTION

Permanent. May be transferred to State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 06/97)

SCHEDULE 15  
ATTORNEYS' RECORDS

MISDEMEANOR CASE FILES

(Item 15-2)

These case files document routine misdemeanor criminal cases prosecuted in circuit courts. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the case is closed.

RETENTION

Record copy: Retain for 7 years after case closed and then destroy.

Duplicate copies: Retain for 1 year after case closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 06/97)

ROUTINE LAWSUIT CASE FILES

(Item 15-3)

These are case files for routine lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

RETENTION

Retain for 7 years after case is closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected.

(Approved 12/97)

SCHEDULE 15  
ATTORNEYS' RECORDS

SIGNIFICANT LAWSUIT CASE FILES (Item 15-10)

These are case files for significant lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

RETENTION

Permanent. May be transferred to State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected.

(Approved 12/97)

SCHEDULE 16  
BUILDING INSPECTION RECORDS

SCHEDULE 16  
BUILDING INSPECTION RECORDS

BUILDING CARDS (Item 16-1)

These reference card files record the issuance of building permits, names of owner and contractor, address, and permit type. It is usually arranged numerically by permit number and serves as an index to the permit files.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

BUILDING PERMIT FILES (Item 16-2)

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)



SCHEDULE 16  
BUILDING INSPECTION RECORDS

BUILDING PERMIT REGISTERS

(Item 16-3)

These registers are usually computer printouts, but may include books listing all issued building permits. The register is arranged chronologically and includes the name of the owner, name of contractor, address, date, and general use of building. Prior to 1950, the permit register may be the only record of the issuance of building permits.

RETENTION

Retain for 6 years and destroy. If only record of building permits, retain permanently.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

CONSTRUCTION REPORTS

(Item 16-7)

These reports are a monthly summary of construction and demolition activity in terms of permits, cost, and housing units. They are created from information compiled from the permit invoices and show the comparison to the same month for the previous two years. They are used for statistical analysis of current development trends. This information is submitted to both the U.S. Census Bureau and Utah Bureau of Economic and Business Research.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/88)

SCHEDULE 16  
BUILDING INSPECTION RECORDS

DEMOLITION CASE FILES (Item 16-8)

These case files document municipal ordered and privately initiated demolitions of substandard and/or hazardous buildings. They are used for research and litigation purposes. They are usually arranged by address.

RETENTION

Record copy: Permanent.  
Duplicate copies: Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/88)

ENFORCEMENT CASE FILES (Item 16-9)

These case files document housing and zoning complaints. They are used to document municipal actions concerning the complaints and for reference purposes. They are arranged by address or name of complainant.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/88)

MINUTES OF THE BOARD OF APPEALS AND EXAMINERS (Item 16-10)

These are the minutes of the proceedings of regular and special meetings of the Board of Appeals and Examiners. The Board is entrusted with the right to waive requirements of the building code. They are used in the determination of alternate methods or interpretations of the Uniform Building Code.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 16  
BUILDING INSPECTION RECORDS

NONRESIDENTIAL BUILDING PLANS

(Item 16-4)

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION

Retain for 7 years and then destroy. \*For historical reasons, agencies must contact the Archives before the destruction of any building plans.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Exempt: UCA 63-2-103(18)(b)(iii) (1997)

(Approved 06/97)

SCHEDULE 16  
BUILDING INSPECTION RECORDS

PUBLIC BUILDINGS (MUNICIPAL AND COUNTY) BUILDING PLANS (Item 16-5)

These are the blueprints and specifications submitted by building contractors or government agencies applying for a building permit for the construction of government buildings. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, contractor, and government agency. They are used for determining code compliance and the enforcement of building codes. The plans are usually arranged by permit number or address.

RETENTION

Record copy:	Permanent. May be transferred to the State Archives.
Duplicate copies:	Retain for 7 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 16  
BUILDING INSPECTION RECORDS

RESIDENTIAL BUILDING PLANS

(Item 16-6)

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use by contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION

Retain for 1 year after completion of construction and final inspection and then destroy. \*For historical reasons, agencies should contact the Archives before the destruction of any building plans.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected: UCA 63-2-304(36) (1997)

(Approved 12/88)

SCHEDULE 17  
CEMETERY RECORDS

SCHEDULE 17  
CEMETERY RECORDS

CERTIFICATES OF PERPETUAL CARE (Item 17-1)

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

DEED REGISTER/PAYMENT RECORDS (Item 17-2)

These are registers of names of all persons owning burial plots in the cemetery. They include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number. This register is also called "Burial Right" Registers or Payment Records.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 17  
CEMETERY RECORDS

DEEDS

(Item 17-3)

These are copies of actual deeds issued to owners of cemetery plots. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid and receipt number. In some communities these deeds are recorded by the county recorder, but in most communities the deeds are not recorded and the municipality retains the official copy. These deeds are also called "Burial Rights."

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

GRAVE OPENING ORDERS

(Item 17-4)

These are a signed authorization to dig graves. They are used to guarantee a body is interred in a specific burial plot and to generate the interment and lot records. They include time order was received, deed number, date, lot owner's name, authorization signature, address and telephone number, name of person being interred, location of grave by plot, block, grave number, and tier.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 07/89)



SCHEDULE 17  
CEMETERY RECORDS

INTERMENT REPORTS (Item 17-10)

These are copies of a monthly report submitted by the sexton to the Health Department's local registrar when deceased was buried in the cemetery. They are used to verify a report was made. They include "name of the decedent, place of death, date of burial, and name and address of the funeral director or other person making the interment" (UCA 26-2-18(2) (1997)).

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public: UCA 26-2-18(2) (1997).

(Approved 07/89)

INTERMENT/DISINTERMENT REGISTERS (Item 17-5)

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

LOT BOOKS/FILES (Item 17-6)

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 17  
CEMETERY RECORDS

MAP BOOKS

(Item 17-7)

These books contain maps of the cemetery. They are used daily to locate specific grave sites. These books include index, plat, and lot pages. The cemetery may only have a single wall map which serves as a key to locating specific graves.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

PLOT INDEX BOOKS/FILES

(Item 17-8)

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

RECEIPT BOOKS

(Item 17-9)

These are receipts issued for money received for burial lots. They are used to record money generated by the cemetery. They include date, receipt number, name of person making payment, amount received, fees involved, credits, cash sales, and may include the address of person making payment.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 18  
CLERK'S RECORDS

SCHEDULE 18  
CLERK'S RECORDS

ANNEXATION FILES (Item 18-1)

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council (UCA 10-2-401 to 422 (1997)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

APPOINTMENT FILES (Item 18-2)

These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution, or policy and procedure. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.

RETENTION

Permanent. May transfer to the State Archives with the authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 18  
CLERK'S RECORDS

CAMPAIGN FINANCIAL DISCLOSURE STATEMENT FILES (Item 18-3)

These are financial statements required by law to be completed by municipal candidates in accordance with UCA 10-3-208 (1997). Each candidate for municipal office is required to report their itemized and total campaign contributions and expenditures at least once within two weeks before the election. The financial report must identify each contribution over \$50, the donor's name, and amount; and for each expenditure, the name of the recipient, and the amount of the expenditure. An ordinance should be adopted by each first and second class city and each third class city having a population of 10,000 or more, establishing campaign finance disclosure requirements for candidates for municipal offices.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

CITY CHARTER (Item 18-4)

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 18  
CLERK'S RECORDS

COUNCIL AGENDA (Item 18-7)

These files contain the public notification of date, time, place and items to be presented to City Council for consideration at regularly scheduled, special and emergency city council meetings.

RETENTION

Retain for 2 years or until administrative need ends, if not part of official minutes and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/88)

COUNCIL BUSINESS FILES (Item 18-8)

These files contain copies of documents that council received as exhibits for regular or special city council meetings. They include copies of agenda, copies of ordinances and resolutions, special reports, and related correspondence. These files are also known as Council Exhibit Files and Council Agenda Files.

RETENTION

Record copy:	Retain for 10 years or until administrative need ends, whichever occurs later and then destroy.
Duplicate copies:	Retain until administrative need ends and then destroy.

(Approved 03/88)

SCHEDULE 18  
CLERK'S RECORDS

COUNCIL MINUTES

(Item 18-23)

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public: UCA 52-4-7(3) (1997).

SUGGESTED SECONDARY CLASSIFICATION

Protected: UCA 63-2-304(32) (1997)

(Approved 03/88)

DEEDS FILES

(Item 18-10)

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor. Usually filed alphabetically by name of property.

RETENTION

Permanent.

(Approved 03/88)

SCHEDULE 18  
CLERK'S RECORDS

EASEMENT FILES

(Item 18-11)

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/88)

ELECTION BALLOTS

(Item 18-12)

These are packets of official ballots of municipal elections cast by voters. "Each election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest" (UCA 20A-4-202(2)(a) (1997)). If the election is not contested, "after that time, destroy them without opening or examining them" (UCA 20A-4-202(2)(d) (1997)).

RETENTION

Retain for 22 months after the election or until time has expired during which the ballots could be used in an election contest and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: UCA 20A-4-106 and 20A-4-401 (1997).

(Approved 12/96)



SCHEDULE 18  
CLERK'S RECORDS

ELECTION CANVASSES (Item 18-13)

They are the official canvass of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/88)

ELECTION RECORDS (Item 18-14)

These include all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections (UCA 20A-4-202 (1997)).

RETENTION

Retain for 22 months after the election and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

ELECTION RETURNS (Item 18-15)

These are books of tabulations counted by the election judges. They serve as the official tally of votes for municipal elections.

RETENTION

Retain for 22 months after the election (UCA 20A-4-202(2)(c) (1997) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 18  
CLERK'S RECORDS

HEARINGS FILES (Item 18-16)

These files contain information documenting hearings requested by the public for various reasons including the denial and revocation of various licenses (businesses, liquor, taxi licenses) or special hearings called by the mayor or city council. Files contain copies of transcribed minutes, related correspondence, copies of applications, reports and agenda.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/88)

LEASE FILES (Item 18-17)

These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which the city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

RETENTION

Retain for 4 years after contract expires (UCA 70A-2a-506 (1997)) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public: UCA 63-2-301(2)(d) (1997).

(Approved 12/96)

SCHEDULE 18  
CLERK'S RECORDS

OATHS

(Item 18-18)

These files contain copies of signed oaths required of all officials of municipal offices, whether elected or appointed, before entering the duties of their respective offices (UCA 10-3-827 and 10-3-828 (1997)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

ORDINANCES

(Item 18-19)

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/88)

SCHEDULE 18  
CLERK'S RECORDS

PETITIONS

(Item 18-20)

These files contain formal written petitions from citizens or municipal departments. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

RETENTION

Retain for 5 years after issue resolved or final decision is made and then may be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/88)

PROOF OF PUBLICATION RECORDS

(Item 18-21)

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings (UCA 78-25-14 (1997)).

RETENTION

Retain for 6 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 03/88)

SCHEDULE 18  
CLERK'S RECORDS

RESOLUTIONS

(Item 18-22)

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/96)

SCHEDULE 19  
PARKS AND RECREATION RECORDS

SCHEDULE 19  
PARKS AND RECREATION RECORDS

CLASS ROLLS (Item 19-8)

These sheets record participation in recreational programs sponsored by the municipality (e.g., crafts, nutrition, exercise). They include program or activity title, date, and participant's name.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

CONSTRUCTION PROJECT FILES (Item 19-1)

These project files document the actual construction for park development, park renovation, and other recreational facility improvements. They are used for reference while projects are in progress and after completion. They include final drawings of all park/recreational facility development projects along with specifications, as-built construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

RETENTION

Record copy: Permanent. May be transferred to the State Archives after park closure with authority to weed.

Duplicate copies: Retain for 4 years after completion of construction and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 19  
PARKS AND RECREATION RECORDS

MAINTENANCE COMPLAINTS (Item 19-2)

These files contain a record of complaints or requests received from the general public concerning municipal parks and recreational facilities. They are used to verify that action was taken to resolve issues. They include date, name, telephone, and address of requesting person; type of request; and comments of foreman handling request.

RETENTION

Retain for 2 years after resolution of complaint and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

PARKS FILES (Item 19-3)

These files contain information concerning each of the city parks. They are used to maintain a record of construction projects in each park for historical and informational purposes. They include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual parks, and photographs.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)



SCHEDULE 19  
PARKS AND RECREATION RECORDS

RECREATION PROGRAM FILES (Item 19-5)

These program files document specific municipally sponsored recreation programs. They are used for reference in developing future programs. They include flyers of specific programs, reservation records, copies of receipts for fees paid. They also include an accounting of participants and receipt numbers.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

RECREATIONAL ACTIVITY RELEASE RECORDS (Item 19-10)

This form is completed by individuals participating in municipal recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in municipal recreational activities. They include individual's name, team name, sport, date, medical insurance company, and signature.

RETENTION

Retain for 2 years or until all litigation is resolved and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private:                      medical information

(Approved 06/97)

SCHEDULE 19  
PARKS AND RECREATION RECORDS

RECREATIONAL EQUIPMENT RECORDS (Item 19-4)

These records document recreational equipment (i.e. softball, volleyball) and tools loaned in connection with reserved park areas and other recreational facilities. They are used to maintain a record of location of equipment. They include name of group; name, address, telephone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.

RETENTION

Retain for 1 year after equipment returned and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

RECREATIONAL FACILITY FILES (Item 19-11)

These files document each municipal recreational facility (i.e., parks, golf courses, fair grounds). They are used to maintain a record of construction and renovation projects in each facility for historical and informational purposes. They may include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual facilities, safety reports, and photographs.

RETENTION

Permanent. May be transferred to the State Archives after closure of park.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 19  
PARKS AND RECREATION RECORDS

RECREATIONAL FACILITY MAPS (Item 19-12)

These maps document the layout of all parks, recreational facilities, and golf courses. They are used for planning purposes.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

REGISTRATION RECORDS (Item 19-13)

These forms are used to register for municipal recreational programs. They include registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: home address and telephone number, social security number, medical, information.

(Approved 12/97)

SCHEDULE 19  
PARKS AND RECREATION RECORDS

RESERVATION RECORDS (Item 19-6)

These files contain the actual request forms submitted by the general public. They are used as a record to schedule park facilities and/or sports facilities (e.g., baseball, softball, football, soccer). The files include date of request, name of group, number of people, name, address, and telephone number of requesting person, area and park requested, time, date, and amount paid.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(2)(d) (1997)

(Approved 06/97)

SPORTS TEAMS RECORDS (Item 19-14)

These records document the sponsorship of adult and/or youth team sport activities (e.g., baseball, basketball, volleyball, soccer, softball). They include information on teams, participants, and sponsors; regular play schedules; and tournament schedules.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 19  
PARKS AND RECREATION RECORDS

SUPERVISOR'S DAILY/WEEKLY REPORTS (Item 19-7)

These report forms are compiled daily or weekly by each crew supervisor. They are used for budget planning and developing future plans. They include date, crew name, purpose of job, list of crew members, hours worked, pay amount per hours worked, total cost of labor, equipment used, and amount of rental equipment.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 07/89)

TICKET STUBS (Item 19-9)

These are ticket stubs for events held at municipal recreational facilities collected at the gate and later compared to ticket sales. They are used for verification or a check on the attendance numbers at ticketed events. They include ticket number.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 20  
PLANNING AND ZONING RECORDS

SCHEDULE 20  
PLANNING AND ZONING RECORDS

ADOPTED MASTER PLANS

(Item 20-8)

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; growth and development of the land within the municipality or any part of the municipality" (UCA 10-9-301(1) (1997)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9-302(1)(a) (1997)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (UCA 10-9-302(2) (1997)). The plan may also include maps, plats, and charts.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 20  
PLANNING AND ZONING RECORDS

AERIAL PHOTOGRAPHIC MAPS

(Item 20-9)

These are large aerial photographs of the municipality. They are usually updated once every five years, and are used for informational purposes. The photographs are taken periodically to illustrate changes in development. The maps may include zoning boundary lines.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

BOARD OF ADJUSTMENT CASE FILES

(Item 20-1)

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)



SCHEDULE 20  
PLANNING AND ZONING RECORDS

BOARD OF ADJUSTMENT MINUTES AND INDEXES (Item 20-3)

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION RECORDS (Item 20-15)

These files document the application and completion of projects funded under CDBG funds. These projects include both direct grants and regrants. These files include the initial application, and all final reports.

RETENTION

Record copy:	Permanent. May be transferred to the State Archives with authority to weed.
Duplicate copies:	Retain until administrative use ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 20  
PLANNING AND ZONING RECORDS

CONDITIONAL USE PERMIT RECORDS AND INDEXES (Item 20-2)

These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They include the original application, blueprint drawings, investigative reports, planning commission decisions, cash receipts, and related correspondence.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATIVE RECORDS (Item 20-14)

These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and regrants. The records include the preliminary reports, audits, certificates, maps, and related correspondence. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor and environmental standards (24 CFR 570.611(f) (1993)).

RETENTION

Retain for 3 years after end of grant period and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 20  
PLANNING AND ZONING RECORDS

NONCONFORMING USE CERTIFICATE RECORDS (Item 20-18)

The records pertain to the nonconforming use certificates that are issued if it is verified that a particular use has remained in effect upon the change of zoning regulations for the particular property. Changes or expansions of nonconforming uses may require approval by the Planning Commission. The records include site plan, verification records regarding original and current use, nonconforming use certificate, and records of any expansion or changes requested with Planning Commission decision regarding such.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

PLANNED UNIT DEVELOPMENT CASE FILES (Item 20-10)

These case files document the creation of Planned Unit Developments (PUDs) within the municipality. PUDs are owner initiated projects requesting a variance from standard subdivision and zoning ordinances to allow for the concentration of residential units, office, commercial, or industrial facilities. The project plans must provide for recreational areas, clubs, and other types of facilities to service the community. The owners are given credit for land not inhabited to allow for the concentration of residential units in other areas. Zoning ordinances limit the number of dwelling units per acre. The original proposal describes how the owner wants to build the project with detailed maps and diagrams showing types of buildings and density of structures (dwellings per acre). The case files include initial proposal, approvals or disapprovals, diagrams, site plans, condominium conversions, and copies of minutes from the Planning Commission.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 20  
PLANNING AND ZONING RECORDS

PLANNING COMMISSION MINUTES

(Item 20-4)

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

PLANNING STUDY REPORTS

(Item 20-11)

These are research based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (i.e., housing needs, transportation, geologic concerns). These reports may include recommendations and may be an extension of the master plan.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 20  
PLANNING AND ZONING RECORDS

REZONING RECORDS AND INDEXES (Item 20-5)

These files document applications to rezone property within the municipality. They contain the original application, review forms, maps of areas involved, investigative reports, copies of planning commission minutes, notice of hearings, copies of ordinances, copies of city council minutes.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SITE REVIEW PLANNING RECORDS (Item 20-6)

These files document the regulatory review and approval of commercial and industrial site plans by various municipal departments. They contain an application of approvals, staff investigative reports and recommendations, cash receipts, site plans, and related correspondence.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 20  
PLANNING AND ZONING RECORDS

STREET/ALLEY VACATING RECORDS (Item 20-17)

These records pertain to the removal of a portion of the public right-of-way and deeding the property to the adjacent property owners. The records may include copies of petitions, investigative reports by city staff, Planning Commission minutes, the report from Planning Commission to City Council, City Council minutes, ordinances, and legal description.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SUBDIVISION REVIEW CASE FILES (Item 20-7)

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards. This includes those that are considered lot/splits (subdivisions smaller than five lots).

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

ZONING MAPS (Item 20-12)

These maps show zoning boundaries within the municipality. They are usually blueprint maps which show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 20  
PLANNING AND ZONING RECORDS

ZONING ORDINANCES

(Item 20-13)

These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. "The planning commission shall prepare and recommend to the [city commission] a proposed zoning ordinance and maps . . . The [city commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [city commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" (UCA 10-9-402 (1995)).

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS



SCHEDULE 21  
POLICE DEPARTMENT RECORDS

ACCIDENT REPORTS

(Item 21-1)

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$1,000, or injury or death occurs (UCA 41-6-35 (1997)), and is maintained for seven years.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: UCA 41-6-42 (1997).

(Approved 12/89)

ARREST REPORTS

(Item 21-3)

These are forms used to report arrests made by the police department. They usually include complete information and description of person arrested, date, arrest time, arrest location, charges, description of offense, witnesses, victims, suspects, and name of officer(s) making arrest. Sometimes report is a multi-part form, with a copy sent to the county jail.

RETENTION

Retain for 5 years if not part of case file, and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Public: Initial Contact Report (UCA  
63-2-301(2)(g) (1997))

(Approved 08/96)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

BICYCLE REGISTRATIONS

(Item 21-4)

These are records relating to the required licensing of all bicycles sold. All cycle dealers are required "to license or arrange to have licensed at time of purchase" all cycles and "to keep records on all cycles sold and to furnish, within thirty days of sale; their respective city or county police department with the name and address of retailer; year and make of cycle; a general description of cycle; frame number; name and address of purchaser" (UCA 11-21-1 (1997)). Bicycle registration may be handled by either the fire or police department.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private.

(Approved 12/89)

CASE REPORTS

(Item 21-7)

These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.

RETENTION

Retain for 5 years if not part of case file and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 12/89)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

CHEMICAL ANALYSIS RECORDS

(Item 21-8)

These are records of individuals who have been chemically tested for suspicion of or arrested for driving under the influence of alcohol or drugs. They usually include the chemical analysis reports which show subject, date, case number, time test taken, testing officer, instrument serial number, and test results (UCA 41-6-44.3 (1997)). Usually these tests are part of the case file/accident report and are filed by the case number. A copy is frequently attached to the arrestee's criminal history file.

RETENTION

Retain for 3 years if not part of case file and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/89)

CIVIL PROCESS RECORDS

(Item 21-55)

These records document civil papers processed and served by the police department. They generally include names of plaintiff(s) and defendant(s), fees paid, addresses, and type of civil paper served (subpoena, warrant, etc). The entries are filed numerically by case number and indexed by name. Sometimes a card system is used to record the service of civil papers and is called a civil docket card. Two copies are created with one filed by defendant's name and the other by docket number. The records are traditionally known as the civil day book.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

COURT SUMMONS

(Item 21-9)

This is a call for citizens to appear in court for criminal offenses. After summons are served the original is returned to the court. A log is sometimes kept indicating when summons was served (date and time), name of person served, and reason for being served.

RETENTION

Retain for 2 years if not part of case file and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

CRIME ANALYSIS FILES

(Item 21-10)

These files were created to anticipate, prevent, or monitor possible criminal activity. They include crime patterns, analyses of particular crimes, crime reports, information on potential problems and forecasts.

RETENTION

Retain for 2 years or until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

CRIMINAL HISTORY DISSEMINATION LOG (Item 21-11)

These logs document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. They include release date, state identification or FBI number. They are created and maintained pursuant to federal regulations under 28 CFR, Part 20, Subpart C (1992) and state regulations under UCA 53-5-214 (1997).

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/89)

CRIMINAL HISTORY RECORDS (Item 21-12)

These are complete histories of arrested individuals which provide complete name, alias or nickname, residence, complete physical description, date of arrest, offense committed, and occupation. It may also contain fingerprint cards and mug shots. Since the Bureau of Criminal Identification maintains the record copy of Criminal History Records until individual's death or seventy-five years, an individual agency maintains one at its own discretion.

RETENTION

Retain for 5 years provided no further arrest or until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: UCA 53-5-214 (1997).

(Approved 08/96)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

DAILY ACTIVITY REPORT

(Item 21-2)

This is a report of daily activity per work shift per officer. It is used to compile annual reports and for planning and budgeting purposes. It usually includes date, case number, case type, but may also show officer's name, shift, vehicle number, total hours on and off duty, administrative time, and investigative time.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/89)

DAILY RADIO LOG

(Item 21-13)

This is a log of radio traffic received or transmitted over the various communication systems. This log satisfies Federal Communications Commission (FCC) log requirements and is arranged chronologically by date. In some departments, the daily radio log and daily activity reports have been compiled into one report.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/89)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

DISPATCH LOGS (Item 21-14)

This is a daily log maintained on all dispatch activity. It is used for budget and planning purposes and to document activities of the dispatch office. It includes names of personnel working, traffic stops, calls for service generated, time, shift, and a summary of daily events. In some offices, the record is only maintained as a computer file.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/89)

DISPATCH TAPE RECORDINGS (Item 21-15)

These are twenty-four hour tape recordings of incoming and outgoing telephone or radio calls made from and to the dispatch office. They are used to document the actions of dispatch personnel and public safety officers. The tapes are rotated on a regular basis and portions of the tapes concerning questionable cases are transferred to cassette tapes.

RETENTION

Retain for 30 days and erase provided questionable actions are transferred to cassette tapes.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 08/96)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

DUI (DRIVING UNDER THE INFLUENCE) REPORTS (Item 21-16)

These reports are a three-part state form used for reporting persons arrested for driving under the influence of alcohol (DUI). The original is sent to the Driver's License Division of the Department of Public Safety within "five days after the date of arrest and service of notice" (UCA 53-3-223 (5) (1997)). The report is filed by case number and by arrestee's name, and sometimes is part of the case file.

RETENTION

Retain for 2 years if not part of case file and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 11/96)

EVIDENCE DISPOSITION RECORDS (Item 21-56)

These records document the use and location of items in evidence. They include tags on property and file card and may also include evidence release authorization cards.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 08/96)



SCHEDULE 21  
POLICE DEPARTMENT RECORDS

EVIDENCE LOG

(Item 21-19)

This is a log that shows the chain of possession of all evidence gathered by the police department. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes part of the case or investigative file.

RETENTION

Retain for 4 years if not part of case file and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 12/89)

EXPUNGEMENTS

(Item 21-21)

"A person who has been convicted of any crime except a capital felony, first degree felony or second degree felony .... within this state may petition the convicting court for an expungement and for sealing of his record in that court." If petition is approved, the court "shall enter an order that all records in the petitioner's case in the custody of that court or in the custody of any other court, agency or official be sealed." The petitioner "shall distribute the orders of expungement and sealing to all affected agencies." The sealed file includes the expunged records and court order. The Utah Bureau of Criminal Identification shall "keep, index, and maintain all expunged and sealed records of arrests and convictions" (UCA 77-18-15(1) (1997)).

RETENTION

Retain for 80 years or until confirmed death and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected: UCA 77-18-15(8) and 63-2-304(9) (1997).

(Approved 08/96)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

FELONY INVESTIGATION CASE FILES (Item 21-57)

These case files are created as a result of a felony complaint or investigation by the police department. They are the central case files for felony cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officers' notes, latent fingerprints, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION

Retain for 5 years after case closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 08/96)

FIELD INTERROGATION REPORTS (Item 21-22)

This is a limited informational report filled out by the police officer. The report contains information on suspicious persons questioned. It includes descriptions of individual and vehicle, time and place of contact, and reason for suspicion.

RETENTION

Retain for 1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 08/96)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

FINGERPRINT CARDS (Item 21-23)

These are cards which verify a subject's identity and which are also used for the identification and apprehension of suspects. The cards contain the subject's fingerprints as well as all necessary information required to identify the individual, including fingerprint classification number, name, address, date of birth, date of arrest, signature of subject, photograph, occupation, and place of employment. A copy is forwarded to the Bureau of Criminal Identification. Since the Bureau of Criminal Identification maintains a complete file of all fingerprints, it is unnecessary for individual agencies to maintain their own file. These cards are usually part of the criminal history files.

RETENTION

Retain until subject's confirmed death, the card is superseded, or administrative need has been met and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 12/89)

FIREARM QUALIFICATION RECORDS (Item 21-25)

These files contain records for police officers qualifying to carry a firearm. Each officer must qualify twice a year. These files include type of firearms used, date, identification number, police officer's name, pass/fail score, and time span for score.

RETENTION

Retain for 2 years after separation or termination of employee and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 08/96)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

FIREARMS DISPOSAL RECORDS (Item 21-26)

These files contain records of firearms that have been disposed of either through sale, trade or destruction. They include the manufacturer's name, serial number, model, caliber, disposal method, disposal date, name of business purchasing firearm, and bid number.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 12/89)

FIREARMS INVENTORY CARDS (Item 21-27)

These card files list all firearms in police department's inventory. Cards contain name of manufacturer, serial number, model, caliber, to whom issued, by whom issued and date. Files also show illegal weapons that cannot be resold, and guns not serviceable which are used for training purposes.

RETENTION

Retain for 2 years after disposal of firearms and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 12/89)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

HOMICIDE AND THEFT OF PUBLIC FUNDS CASE FILES (Item 21-58)

These case files are created as a result of a homicide complaint or investigation by the police department. They are the central case file for all homicides (and other cases without a statute of limitations) handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, latent fingerprints, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 08/96)

IMPOUNDED VEHICLES REPORTS (Item 21-30)

These reports document motor vehicles impounded by the police department. Vehicles may be impounded for various reasons but usually when property or sales taxes are not paid. The State Tax Commission form includes the impound date, the make and model, year, color, identification number, tag number, and condition of the impounded vehicle; the name and address of owner (if known); reasons for impounding; date and time vehicle impounded; vehicle accessories; description of any visible damage; any necessary remarks; officer's signature; agency name; and case number. A vehicle inventory form may also be maintained which contains essentially the same information. The record copy is sent to the Division of Motor Vehicles and is retained for five years. A copy of the report is usually part of a case file.

RETENTION

Retain for 3 years if not part of case file and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

INITIAL CONTACT REPORTS

(Item 21-63)

These are the initial written or recorded reports that are made by police officers describing actions initially taken in response to a complaint or the discovery of an apparent violation of law. The reports may contain "the dates, time, location, and nature of the complaint, the incident, or offense; names of victims; the nature or general scope of the agency's initial actions taken in response to the incident; the general nature of any injuries or estimate of damages sustained in the incident; the name, address, and other identifying information about any person arrested or charged in connection with the incident; or the identity of the public safety personnel (except undercover personnel) or prosecuting attorney involved in responding to the initial incident" (UCA 63-2-103(12)(a)). These reports do not include follow-up or investigative reports prepared after this initial report. Please also see Schedule 21, Item #3 "Arrest Reports."

RETENTION

Retain for 5 years if not part of case file and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public: UCA 63-2-301(2)(g) (1997).

SUGGESTED SECONDARY CLASSIFICATION

Protected: UCA 63-2-304(9) (1997)

(Approved 12/97)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

INTERNAL AFFAIRS SUMMARY REPORT (Item 21-59)

This is a statistical report on all internal investigations of the police officers' and office staff. It is used to summarize the activities of the internal affairs section. The report includes a listing of all investigations of officer misconduct and the results of such investigations. This report does not necessarily identify the names of specific officers.

RETENTION

Permanent. May be transferred to the State Archives, if not part of annual report.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

INTERNAL AFFAIRS UNSUBSTANTIATED CASE FILES (Item 21-31)

These files contain records relating to the internal affairs of the police department. These cases involve investigations of alleged officer misconduct including all records relating to the initiation, investigation, and disposition of each case. These cases were proved to have no substance. Substantiated cases are handled like any other criminal investigation and files become part of investigative case files (misdemeanor, felony, homicide).

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 08/96)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

MASTER NAME INDEX (Item 21-35)

This is an alphabetical index of names which contain information on each individual having been interrogated, arrested, or named as a suspect or accomplice in a crime, and the names of victims, complainants and witnesses to police incidents. It includes information on arrested persons (cross referenced by aliases), complainants, witnesses, and victims (providing name, address, date of birth, race, and sex), incident date, incident type, names of persons and businesses in contact with the police departments, notice of content, and report of recorded event.

RETENTION

Retain until obsolete, superseded, or administrative value ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/89)

MISDEMEANOR CASE FILES (Item 21-6)

These case files are created as a result of misdemeanor complaints and investigations by the police department. They are the central case files for all cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, warrant copies, photographs, correspondence, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports. (See also Felony case files and Homicide case files.)

RETENTION

Retain for 3 years after case closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 08/96)



SCHEDULE 21  
POLICE DEPARTMENT RECORDS

MUG SHOTS

(Item 21-36)

These files contain photographs and negatives of persons arrested. They are used to aid in the identification and apprehension of suspects in criminal investigations. The photograph is stamped with the case number or a departmental number and date picture was taken. These files may also include driver license photos.

RETENTION

Retain until confirmed death of subject or 75 years and then transfer to Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

NATIONAL CRIME INFORMATION CENTER (NCIC) RECORDS

(Item 21-37)

These files contain forms used to enter information on the NCIC system. The three separate forms used are stolen articles report, stolen or missing guns report, and wanted persons or missing juveniles report.

RETENTION

Retain for 1 year if not part of case file and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

PAWN SHOP RECEIPTS (Item 21-38)

These are receipts submitted by pawn shop owners for items pawned. They are used to trace stolen merchandise. They include the pawn shop's name, merchandise type, serial number, and item description.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/89)

QUESTIONABLE CASES DISPATCH RECORDINGS (Item 21-60)

These are audio cassette tapes containing portions of the Dispatch activity recordings concerning questionable cases. Twenty-four hour tape recordings are made of all incoming and outgoing telephone and radio calls received by the office. Portions of tapes concerning questionable cases are transferred to audio cassette tapes.

RETENTION

Retain for 2 years after resolution of case and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

RECEIVED PROPERTY RECORDS

(Item 21-40)

These are a "proper record" of custodial property that are required to be maintained by peace officers in accordance with UCA 77-24-1.5 (1997). These records must include the name of the owner of custodial property (if known) and the case for which it was taken or received.

RETENTION

Retain for 3 years after return or disposal of property and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 08/96)

RETURNED PROPERTY RECEIPTS

(Item 21-61)

These receipts document the return of property in the custody of the police department to property owner in accordance with UCA 77-24-3 (1997). They usually include the date, owner's name and address, description of property being returned, and signatures of owner and authorized police department personnel. "The receipt shall be retained as permanent in the files of the agency involved or the court where the case is finally resolved." (UCA 77-24-3 (1997)).

RETENTION

Permanent. (UCA 77-24-3 (1997)).

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 08/96)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

ROBBERY BULLETIN RECORDS

(Item 21-41)

These files contain information to be distributed to other law enforcement agencies concerning robberies. The form includes date, time, case number, suspect's vehicle, suspect's description, victim's name, and location, type of weapon used, amount and description of loss, facts of case summary, and investigating officer's name.

RETENTION

Retain for 4 years or until robbery is solved and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/89)

SEX OFFENDER FILES

(Item 21-43)

These are files maintained by a department on sex offenders living within its jurisdiction. "All sex offenders shall, for the first five years after termination of sentence, again register within ten days of changing his place of habitation." This registration form is required by the Department of Corrections and consists of a statement signed by the person, giving information on current address, and the fingerprints and photographs of the person. One copy is given to the person, while others are forwarded to the Department of Corrections, which sends one to the local law enforcement agency where the person resides (UCA 77-27-21.5 (1997)).

RETENTION

Retain for 10 years or until person moves from jurisdiction and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: UCA 77-27-21.5(13) (1997).

(Approved 08/96)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

STOLEN/RECOVERED PROPERTY LISTS (Item 21-44)

These are lists of all recovered stolen property including description of property value, and serial number. This is usually a part of the original incident report.

RETENTION

Retain until lists become obsolete or administrative need ends, or if on state computer system, until expunged from system and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/89)

TELETYPES (Item 21-47)

These documents contain information received from or disseminated to various law enforcement agencies through the teletype system. This information network notifies law enforcement agencies of crimes, lost property, wanted suspects, arrests, missing persons, runaways, etc.

RETENTION

Retain for 1 year or until obsolete, administrative need ends, or until expunged from system, whichever comes first and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 12/89)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

TRAFFIC CITATIONS

(Item 21-48)

This is a copy of a citation issued by the police to drivers violating motor vehicle and traffic laws. It usually includes date, time, location of violation, vehicle's license number, violation code, officer's name, and signature of person receiving citation.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/89)

UNCLAIMED PROPERTY FILES

(Item 21-49)

These files document the disposition of unclaimed property held by the police department. The files contain verified annual reports submitted to the State Treasurer. The reports are required to be filed before May of each year as of the preceding December 31 and to transfer the property identified in the report in accordance with UCA 67-4a-301(1)(a) (1997). The report includes the name of property's owner if known and the last known address, description of property including any identification numbers, and the verification of the person completing form to the report's accuracy.

RETENTION

Retain for 10 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 08/96)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

UNIFORM CRIME REPORT FILES (Item 21-50)

These files contain copies of a monthly statistical report of all offenses known to the police. They are separated into categories of crime (homicide, rape, robbery, assault, burglary, larceny, motor vehicle theft) and are submitted to the Uniform Crime Reporting Division. Supplementary reports detail the value of property stolen and recovered. These reports are used to create the annual published Uniform Crime Report.

RETENTION

Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Exempt: UCA 53-5-206 (1997).

(Approved 12/89)

WARRANT LOG (Item 21-53)

These are court authorizations for the police to make an arrest. After the warrant is served the original is returned to the court. A log is kept of all warrants served indicating date and time served, name of person served, and purpose. The log is usually arranged chronologically.

RETENTION

Retain for 1 year after warrant is served and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/89)

SCHEDULE 21  
POLICE DEPARTMENT RECORDS

WARRANT WORKSHEETS (Item 21-42)

These are worksheets used to collect all information necessary for use in the processing and serving of warrants by the police department. They usually include addresses, telephone numbers, copies of return showing when warrant was served, any computer searches (e.g., motor vehicle), and investigation notes.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 08/96)

WARRANTS (Item 21-62)

These are documents issued by a court directing a person to be taken into custody to answer charge(s) filed. Only active warrants are kept on file. The original is returned to the court with return of service showing when and by whom warrant served.

RETENTION

Retain until warrant served or cancelled and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public: UCA 63-2-301(2)(m) and UCA 63-2-301(2)(n)  
(1997).

(Approved 08/96)

WRECKER SERVICE RECORDS (Item 21-54)

These are wrecker rotation records. They are used to monitor which wrecker was called out after receiving a dispatch emergency call. They include name of wrecking service, telephone number, address dispatched to, date, time, and identification number of person making call.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/89)



SCHEDULE 22  
PUBLIC UTILITIES RECORDS

SCHEDULE 22  
PUBLIC UTILITIES RECORDS

AS-BUILT CONSTRUCTION DRAWINGS (Item 22-9)

These drawings illustrate the extension, improvement, or upgrade of water lines, storm drains, irrigation systems, wells, tanks, power lines, or related facilities. They are used by contractors to construct projects, and for reference and informational purposes.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected: UCA 63-2-304(11) (1997)

(Approved 12/97)

BACKFLOW PREVENTION TEST REPORTS (Item 22-1)

These tests report the results obtained from the testing of backflow preventer equipment. The reports show maintenance work performed, parts replaced, and repairs made.

RETENTION

Retain for 3 years after subsequent test and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected: UCA 63-2-304(9)(a) (1997)

(Approved 12/97)

SCHEDULE 22  
PUBLIC UTILITIES RECORDS

BACTERIOLOGICAL QUALITY ANALYSES REPORTS (Item 22-2)

These forms record water samples taken from various locations throughout the distribution system and sources of supply (raw or processed) for bacteriological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, analytical method used, and results of the analysis. The State Health Department receives copies of these test forms and retains them for 40 years.

RETENTION

Retain for 5 years after subsequent test (40 CFR 141.33(a) (1992)) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

BILLING ADJUSTMENT RECORDS (Item 22-3)

These records document adjustments made in utility billings for debit, credits, refunds, returned checks and abatements. They include customer's name and address, type of adjustments and justification, total amount changed, and authorizing signatures.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(2)(b)(d) (1997)

(Approved 12/89)

SCHEDULE 22  
PUBLIC UTILITIES RECORDS

BILLING REGISTER (Item 22-4)

This register is an itemized list of customer accounts. It includes name of customer, service address, meter reading, water usage, water and other charges, payments, adjustments, prior balance due, and current balance due. The register is used for reference purposes.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(2)(b)(d) (1997)

(Approved 12/89)

BILLING REPORT PRINTOUT (Item 22-5)

These computer printouts list daily billing transactions. They are used for audit purposes. They include accounts deleted, accounts transferred, routes billed, adjustments posted, and reported balance.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/89)

SCHEDULE 22  
PUBLIC UTILITIES RECORDS

CHEMICAL/RADIOLOGICAL ANALYSES (Item 22-6)

These forms verify water quality and show the various locations of sampling points of water taken from the distribution system and sources of supply for chemical and radiological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, method used, and results. The State Health Department receives copies of these test forms and retains them for 40 years.

RETENTION

Retain for 10 years after subsequent test (40 CFR 141.33(b) (1992)) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

COMPLAINT FILES (Item 22-7)

These files contain customer complaints concerning utility problems which require research and a resolution. They include complaint, results of investigation, meter sheets, and method of resolution.

RETENTION

Retain for 3 years after date of resolution and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/89)

SCHEDULE 22  
PUBLIC UTILITIES RECORDS

CONNECTION BOOKS (Item 22-8)

These books document the extension of or connection between specific property and municipal utilities. They represent the most comprehensive guide to the system. They act as the system's master listing of all diagrams of connections in the system.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected: UCA 63-2-304(11) (1997)

(Approved 12/89)

CROSS CONNECTION CONTROL SURVEY FILES (Item 22-10)

These files monitor potential or actual water system health hazards within specific premises. They are used to determine compliance with state laws, schedule surveys, and to write reports. They include various reports, surveys, and related correspondence.

RETENTION

Retain for 3 years after destruction of premise and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 22  
PUBLIC UTILITIES RECORDS

CUSTOMER APPLICATION RECORDS (Item 22-11)

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

RETENTION

Retain for 3 years after account closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(2)(b)(d) (1997)

(Approved 12/89)

CUSTOMER DEPOSIT CARDS (Item 22-12)

These cards provide a record of customers required to pay a deposit to receive service. They include date, amount of deposit, name and address, account number, date signed, date account closed, and amount of deposit confiscated and reason.

RETENTION

Retain for 3 years after account closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(2)(b)(d) (1997)

(Approved 12/89)

SCHEDULE 22  
PUBLIC UTILITIES RECORDS

DAILY FILTER LOG (Item 22-13)

This log records a daily instrument table of information regarding filter operations required by UCA 26-12-1 et. seq.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/89)

DAILY OPERATIONAL LOG (Item 22-14)

This log records daily information on plant operations such as rate of flow, chemical inventories, chemicals used, chlorine residual testing results, and turbidity amount in water. It is required by 40 CFR 130.4. An annual summary is submitted to the State Health Department.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected.

(Approved 12/89)



SCHEDULE 22  
PUBLIC UTILITIES RECORDS

DAILY PUMP STATION WELL REPORTS (Item 22-15)

This is a daily monitoring report of a water system. This report shows the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. A summary report (Schedule 22, Item #35 "Pump Station Well Summary Reports") is usually created from these daily reports.

RETENTION

Retain for 2 years provided summary report is compiled and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected.

(Approved 12/97)

DISCHARGE MONITORING AND WATER RECLAMATION PLANT REPORTS (Item 22-16)

These are monthly and quarterly reports on the daily operations of treatment plants. They are submitted to the State Bureau of Water Pollution and to the Environmental Protection Agency (EPA). These reports are a record of the average amount of pollution discharged into the waters of the municipality from National Pollutants Discharge Elimination System (NPDES) permit holders. They document the daily operations of the Water Reclamation Plant such as sewage flow, grit removal, chlorine usage, residuals, digester gas products, and lab analytical results (40 CFR 122.41(j)(2) (1996)).

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/89)

SCHEDULE 22  
PUBLIC UTILITIES RECORDS

DITCH FLOW DAILY RECORDS (Item 22-17)

These records report the daily amounts delivered to various water companies. The amounts are summarized monthly and annually. They are used for litigation purposes and to verify amounts delivered. The records include name of company, date, amount of water delivered, and amount required.

RETENTION

Retain for 7 years or 4 years after litigation is settled provided summary report is compiled and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

DITCH FLOW SUMMARY REPORTS (Item 22-35)

These reports summarize the amounts delivered to water companies. The summary information is compiled monthly and/or annually. The reports include name of company, date, amount of water delivered, and amount required.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 22  
PUBLIC UTILITIES RECORDS

ENVIRONMENTAL PROTECTION AGENCY (EPA) GRANT FILES (Item 22-18)

These are project files maintained by the municipality for monies granted to the state of Utah and then distributed to individual local government entities. The files document the expenditures of these funds. They include a detailed listing of disbursements, receipts, grant modifications, related correspondence, and a copy of the original grant (40 CFR 30.501). The State Health Department's copy is maintained permanently.

RETENTION

Retain for 3 years after final audit and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/89)

FIELD NOTES (Item 22-19)

These are the original field surveyor's notes for water and sewer installations which are used as a basis for all maps. They include location, elevation, and other related information.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected: UCA 63-2-304(11) (1997)

(Approved 12/89)

FLOW CHARTS (Item 22-20)

These charts monitor the weekly flow of raw sewage coming into treatment plants and effluent water from the plants.

RETENTION

Retain for 6 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/89)

SCHEDULE 22  
PUBLIC UTILITIES RECORDS

HYDROGRAPH ANNUAL REPORTS (Item 22-36)

These are the annual reports summarizing water charts recording the daily flows of streams. The information is used for predicting future flows.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

HYDROGRAPH DAILY CHARTS (Item 22-21)

These are water charts recording the daily flows of streams. They are used for predicting future stream flows.

RETENTION

Retain for 10 years provided annual report is compiled and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

METER BOOKS (Item 22-22)

These books record the readings of customer's water, sewer or electric meters by municipal employees. They are used for billing purposes. The books include name of employee reading meter, meter readings, date read, account number, billing code, final reading, reasons for turnoff, if meter was pulled or reinstalled, and meter charges.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(2)(b)(d) (1997)

(Approved 12/89)

SCHEDULE 22  
PUBLIC UTILITIES RECORDS

METER LOCATION RECORDS (Item 22-23)

These records contain information about all meters (water and electric). They are used to locate meters for service and billings. They include address, work order number, size of meter, contractor, owner, plumber and date installed.

RETENTION

Retain for 1 year after removal of meter and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/89)

METER REPAIR AND TESTING FILES (Item 22-24)

These records document the installation, repair, testing, and replacement of meters. They include address, work order number, date of initial installation, dates of testing and repair, and remarks.

RETENTION

Retain for 1 year after disposal of meter and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/89)

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMITS (Item 22-25)

These are permits issued under the Clean Water Act permitting the discharge of specific pollutants under controlled conditions (40 CFR 122.28 (1993)). This applies to municipalities with a population of 100,000 or greater.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 22  
PUBLIC UTILITIES RECORDS

PUMP STATION WELL SUMMARY REPORTS (Item 22-34)

This is the summary information compiled from the daily monitoring report of a water system. The information includes the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. Please refer to Schedule 22, Item #15 "Daily Pump Station Well Reports" for the daily reports.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

REMITTANCE STUBS (Item 22-27)

These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(2)(b) (1997)

(Approved 12/89)

SCHEDULE 22  
PUBLIC UTILITIES RECORDS

SEWER MAIN LOCATION PLATS (Item 22-28)

These are plat drawings of each municipal street detailing all sewer mains in the municipality system by area number. They are used to locate sewer mains. The plats include drawings of all sewer mains in municipal system showing depth of sewer mains, percentage of grade, location of lateral connections and sewer manholes, and size of lines.

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected: UCA 63-2-304(11) (1997)

(Approved 12/89)

TELEVISION INSPECTION REPORTS (Item 22-29)

These are videotape reports taken by special monitoring cameras located at critical parts of the sewer lines. They are used to monitor conditions of the sewer lines.

RETENTION

Retain for 3 years or until updated or superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected: UCA 63-2-304(11) (1997).

(Approved 12/89)

SCHEDULE 22  
PUBLIC UTILITIES RECORDS

WATER CONSUMPTION ANNUAL REPORTS (Item 22-38)

These are annual reports that consist of information compiled from monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

WATER CONSUMPTION MONTHLY REPORTS (Item 22-30)

These reports consist of monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.

RETENTION

Retain for 1 year provided annual report is compiled and no litigation is pending and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)



SCHEDULE 22  
PUBLIC UTILITIES RECORDS

WATER FLOW ANNUAL RECORDER CHARTS (Item 22-37)

These charts are taken from recording stations in streams or wells for annual periods. They are used to determine water flows. The charts include water flow according to gauge flows, height, or level of aquifer in well on an annual basis.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

WATER FLOW WEEKLY RECORDER CHARTS (Item 22-26)

These charts are taken from recording stations in streams or wells for weekly periods. They are used to determine water flows. The charts include water flow according to gauge flows, height, or level of aquifer in well, during a weekly period.

RETENTION

Retain for 3 years provided annual chart is compiled and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

WATER MAIN CHARTS AND INDEXES (Item 22-31)

These charts show the locations of all water mains, valves, hydrants, and water services to property owners in a given area.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Protected: UCA 63-2-304(11) (1997)

(Approved 12/89)

SCHEDULE 22  
PUBLIC UTILITIES RECORDS

WATER STOCK PURCHASE FILES (Item 22-32)

These files document municipal purchase of water stock from irrigation companies and/or individuals. Each year the municipality is billed for the annual assessment of water stock. The files are used to verify purchase and for yearly assessment purposes.

RETENTION

Retain for 10 years after sale of stock and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

WATER TREATMENT PLANT OPERATIONAL REPORTS (Item 22-33)

This is a copy of a monthly report submitted to the State Department of Health verifying drinking water standards (40 CFR 130.4). They are used to monitor compliance with water quality standards and to verify standards were met. The reports include daily and total monthly amounts, minimum, maximum, and averages for filter operation, filter rate in gallons per minute, length of filter run; filter head loss; and minutes of backwash; amounts and kinds of chemicals used. The State Health Department maintains their copy for 10 years.

RETENTION

Retain for 5 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/89)

SCHEDULE 23  
PUBLIC WORKS RECORDS

SCHEDULE 23  
PUBLIC WORKS RECORDS

CAPITAL PROJECT STATUS REPORT (Item 23-1)

This is a monthly report of all current capital improvement projects. The report includes information on funding (comparing amounts), extra work orders, and over-run authorizations for each project.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

CLASS "C" ROAD FUNDING PROJECT FILES (Item 23-2)

These project files document the funding for Class "C" roads. Class "C" funding is money allocated to each municipality from the Transportation Fund "under rules made by the department" (of Transportation) (UCA 27-12-23 (1997)). The files include amount of funds allocated and how they were spent for each project (man-hours, vehicle usage, and material used).

RETENTION

Retain for 3 years after claim, audit, or litigation settled and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

SCHEDULE 23  
PUBLIC WORKS RECORDS

COMPLAINT FILES

(Item 23-3)

These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, traffic signals). They include name and address of complainant, date received, description of problem, and action taken.

RETENTION

Retain for 2 years or until resolution of any litigation, whichever occurs later and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

CONCRETE MAINTENANCE RECORDS

(Item 23-26)

These records document the replacement of concrete maintenance necessary when the municipality is responsible for damage caused by municipal vehicles (e.g. garbage trucks, snow plows) or problems caused by storm damage or other acts of nature. Maintenance may either be done by the municipality or contractors through the bidding process. These records are used for budget purposes and indicate the completion of the project. They include a card file, copies of receipts, pay vouchers, contracts, bids, correspondence, extra work orders, estimates, sketch or diagram, photographs, council district information, and proof of mailing estimate.

RETENTION

Retain for 7 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 23  
PUBLIC WORKS RECORDS

CONSTRUCTION CONTRACT RECORDS (Item 23-27)

These records document contracts for all engineering and construction projects undertaken by the municipality. They include payment records, reports, contracts, certificates, and related correspondence.

RETENTION

Record copy: Retain for 6 years after expiration of contract and then destroy.  
Duplicate copies: Retain until expiration of contract and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

CONSTRUCTION PROJECT FILES (Item 23-13)

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction and repairs to additions to city buildings.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 23  
PUBLIC WORKS RECORDS

DELIVERY TICKETS

(Item 23-4)

These are tickets issued by suppliers to verify delivery of supplies (concrete, road base, gravel, and topsoil). They include date, time, amount of mix received, and list of miscellaneous supplies received.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

DRAINAGE MAINTENANCE AGREEMENTS

(Item 23-28)

These are agreements between the municipality and canal or irrigation companies. The agreements allow water be diverted into drainage systems maintained by these companies. The municipality pays them for this service. The agreements include date, company's name and address, provisions of the agreement, payments to be made, and signatures of municipal council, and company representative.

RETENTION

Record copy: Retain for 6 years after expiration of agreement and then destroy.

Duplicate copies: Retain until expiration of agreement and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 23  
PUBLIC WORKS RECORDS

DRAINAGE SYSTEM REPAIR LIST (Item 23-5)

This is a list of all drainage facilities in the system. It is used to prioritize which drains need maintenance. It includes size, type and condition of drainage pipe, type of clean out box, location of facility and condition, depth from flow line to top of lid on road surface and a brief description of the problem.

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

DRAWINGS AND DIAGRAMS (Item 23-6)

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)



SCHEDULE 23  
PUBLIC WORKS RECORDS

DRIVER AND ROUTE CHECK LIST

(Item 23-7)

These files contain an annual evaluation form completed on each garbage truck driver to show driving ability and knowledge of street route. They include name of driver, date, vehicle number, route number, list of vehicle equipment to be checked before starting engine, list of items to be checked at completion of shift, results of road test, and comments concerning attitude, cooperation, route appearance, etc.

RETENTION

Retain for 2 years or until termination of driver and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

ENCROACHMENT AGREEMENTS

(Item 23-29)

These are agreements between the municipality and property owners allowing them to extend fences or plants (bushes and trees) within the municipal right of way. The municipality reserves the right to revoke the agreement and to require the property owner to remove the fences or plants upon request. The agreements include date, licensee's name and address, agreement terms, licensee's notarized signature, and signatures of the city council chair and city manager.

RETENTION

Retain for 6 years after contract revocation and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 23  
PUBLIC WORKS RECORDS

EXCAVATION PERMIT APPLICATIONS (Item 23-30)

These applications are used by individuals and contractors requesting to work in the municipal right-of-way for demolitions or excavations. The application includes job address, date, owner/agent name and job address, a location description of intended excavation, size, purpose, and agreement to comply with all state laws and municipal ordinances.

RETENTION

Retain for 1 year after expiration and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

EXCAVATION PERMIT BILLINGS (Item 23-31)

These billings are sent to contractors for the inspections of excavations on the municipal right-of-way. The permits may be issued over the telephone with parties having agreements with the municipality and are then billed for inspections. The billings include contractor's name and address, date permit issued, location, inspection date, and inspection costs.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 23  
PUBLIC WORKS RECORDS

FLOOD CONTROL PERMIT APPLICATIONS

(Item 23-32)

These applications are completed by developers and homeowners requesting a permit to construct within a flood plain. They are also required for the construction of any facility or discharge of any runoff into specific municipalwide facilities. The permit provides that the structure or operation covered could be stopped, removed or destroyed by the municipality in a flood emergency and that all structures are subject to municipal inspection at permittee's cost. The applications include firm's or individual's name, address, and telephone number; proposal's description, including construction type, purpose, location (including engineering calculations, and any special conditions); grantee's signature; date; recommendations on whether request should be approved or denied; and (if approved) director's signature.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

HIGHWAY DAILY REPORT

(Item 23-33)

This daily report tracks work and materials used on specific highway projects. They are used to create monthly reports. It includes municipality name, district, section, supervisor's name, date, employees' names, number of regular and overtime hours worked per project number, specific materials and amounts per project number, and specific equipment and hours used per project number.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 23  
PUBLIC WORKS RECORDS

INFORMATIONAL MAPS AND PLATS

(Item 23-8)

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

INTERLOCAL AGREEMENTS

(Item 23-34)

These are agreements between the county and municipalities within the county to provide public works services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of the city and county representatives.

RETENTION

Record copy: Retain for 6 years after expiration of contract and then destroy.

Duplicate copies: Retain until expiration of contract and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 23  
PUBLIC WORKS RECORDS

INTERSECTION CASE FILES (Item 23-9)

These files record data on all municipal streets. They are used by traffic engineers and technicians when investigating a particular intersection to determine appropriate traffic regulations. They contain traffic volume (counts taken either mechanically or manually), requests or complaints received which required a study and response concerning specific intersections and work order outline to be done at specific intersections, and a traffic accident history.

RETENTION

Retain for 7 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

MATERIALS TEST RESULTS (Item 23-35)

These reports contain the results of sieve analysis and nuclear density tests on asphalt, road base concrete, and soils. They are used for conformance of specifications for approval of various materials used on municipal construction projects. Reports are also used for reference on future municipal project work. Reports include date, type of material, weight of material, amount of tests performed, and results of tests (sieve analysis results, percent of compaction, and cylinder compressive tests).

RETENTION

Retain for 5 years after project completed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 23  
PUBLIC WORKS RECORDS

MONTHLY WEIGHT REPORTS

(Item 23-10)

This is a graph showing amount of refuse collected per day, week, month, and the percentage of time used for collection. The graph is used for budget purposes and evaluation of tonnage for each route. They include frequency of pickups at scalehouse, time estimated, arrival time, and total tonnage collected per month with average collected per truck.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

PARKING METER REPAIR CARD LOG

(Item 23-11)

This log shows the type and frequency of repairs for each parking meter. The cards are used for preventive maintenance and to verify parking ticket complaints. They include meter location, date, and type of repair.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

SCHEDULE 23  
PUBLIC WORKS RECORDS

PERMITS TO WORK IN A PUBLIC WAY (Item 23-12)

These are permits issued for private companies to work on city property ("public way") for demolitions, excavations, blasting, crane operations, barricade installations, concrete construction (curb, gutter, sidewalks), or the moving of heavy equipment. They include job address, date, name of owner/agent at job address, state license classification, diagram of work required, checklist of existing utilities and construction and traffic control.

RETENTION

Retain for 1 year after bond expires and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

RESURFACING BILLINGS (Item 23-36)

These billings are sent to contractors and public utilities for resurfacing municipal roads, alleys, or other public places. Persons are required to restore the pavement surface after the completion of excavations on the municipal right-of-way. Persons doing excavation work may request the municipality to restore the surface and are then charged the costs. The billings include contractor's name and address, date, completion date, location, road width, cut width, total square footage, amount, and total balance.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 23  
PUBLIC WORKS RECORDS

REVIEW FILES (Item 23-14)

This is a duplicate set of plans submitted by developers for subdivisions, and commercial or industrial complexes. It is used to verify compliance with ordinances and design criteria for streets and alleys. They include plans and related correspondence.

RETENTION

Retain for 3 years after completion of project and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

ROUTE MAPS (Item 23-15)

These maps show sections of the municipality divided into routes for each day of the week for refuse collection. They are used to inform drivers of assigned daily route collection. They include maps of city streets divided into collection routes and numbered by truck number per day of week.

RETENTION

Retain until route changes and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)



SCHEDULE 23  
PUBLIC WORKS RECORDS

SCHOOL ROUTING MAPS (Item 23-37)

These records provide school access routes for elementary, junior high, and senior high schools for school buses. The routing plans are updated yearly and are transmitted to the local jurisdiction by the school districts. The records include maps, plans, routing changes, safety concerns, and recommendations.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SIGNALIZED INTERSECTION RECORDS (Item 23-17)

These records are registers, card files, and similar records providing an inventory of all traffic signs, signal equipment and the timing set-up of each signalized intersection. They are used to determine compliance with safety guidelines and as a record of changes on a historical basis. They include information concerning poles, signal head information, and signal control.

RETENTION

Retain for 2 years after signal device removed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 23  
PUBLIC WORKS RECORDS

SPECIAL ASSESSMENT PLATS (Item 23-18)

These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of the tax roll. They include footage, actual property lines, township and range, rights-of-way, monument markers, lot measurements, blocks, subdivision names, and color coding to indicate properties being assessed.

RETENTION

Retain for 5 years after district is completed. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SPECIAL EVENTS PERMITS (Item 23-38)

These applications are completed by persons requesting permits to hold special events (i.e., film crews, races, parades) on the municipal right-of-way. They include application number; event type and description; sponsoring group's name; admission fee; event date; event times; promotional agency name; contact person's name; address; and telephone number; proposed location or route; whether a fee waiver is requested; estimate number of participants and spectators; authorizing signature and date; date to appear on city council agenda; police department's and local health department's recommendations; decisions; and authorizing signatures.

RETENTION

Retain for 1 year after event and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(2)(d) (1997)

(Approved 06/97)

SCHEDULE 23  
PUBLIC WORKS RECORDS

STREET CLEANING RECORDS (Item 23-19)

These files document all street cleaning projects. They include reports, logs or similar records documenting street cleaning operations.

RETENTION

Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

STREET MAINTENANCE RECORDS (Item 23-20)

These files document the repairs and maintenance work on municipal streets, street lights, and sidewalks. They include reports, logs, or similar records, completed on a daily, weekly, and/or monthly basis.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

STREET NAME AND HOUSE NUMBER FILES (Item 23-21)

These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads.

RETENTION

Permanent.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

SCHEDULE 23  
PUBLIC WORKS RECORDS

SURVEY DRAWINGS (Item 23-22)

These are drawings of new surveys and resurveys of parcels of property containing horizontal control monuments. They are computed on a state plane grid coordinate and are used as a reference for measurements and deeds research. They include monuments, state plane grid coordinates, surveyor's notes, scale, legend, and north point.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SURVEY FIELD BOOKS (Item 23-23)

These books contain the original field notes of survey parties' daily survey measurements. The notes are a constant source of information for design surveys, civic improvement, benchmarks, elevations, property surveys, and for updating measurements and information on atlas plats. They include survey measurements, elevations, and grade with some sketches of the area.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 23  
PUBLIC WORKS RECORDS

TRAFFIC DRAWINGS

(Item 23-24)

These are original drawings or area maps of streets. They are used to determine whether changes are needed in school zones, pedestrian crossings, intersections, signalized intersections, and street stripping. Drawings are used as a reference tool for the performance work.

RETENTION

Retain for 4 years after revised and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

TRAFFIC SIGNAL CONFLICT MONITOR LOG

(Item 23-16)

This is a log showing when each conflict monitor was serviced (a safety device that functions to avoid two opposite green lights showing at the same time). It is used for maintenance purposes. The log includes location, type of conflict monitor and date serviced.

RETENTION

Retain for 7 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

SCHEDULE 23  
PUBLIC WORKS RECORDS

TROUBLE CONTROL REPORT

(Item 23-25)

This report is generated by telephone calls from private citizens or police departments concerning traffic signals that require repairs. Report is necessary for verification in litigation cases. It includes location, name of person reporting, date, time, report of trouble, description of trouble found, repair made, by whom, time arrived and time completed.

RETENTION

Retain for 7 years or until litigation completed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 09/89)

SCHEDULE 24  
REDEVELOPMENT RECORDS

SCHEDULE 24  
REDEVELOPMENT RECORDS

ANNUAL REPORT (Item 24-1)  
The redevelopment agency shall prepare and file an annual report with the "county auditor, the State Tax Commission, the State Board of Education, and each property taxing entity affected by the distribution of property taxes" on or before November 1. This annual report shall contain the estimates of the portion of property tax to be paid to the agency for calendar year ending December 31 and an estimate of the portion of property taxes to be paid to the agency for calendar year beginning the next January 1" (UCA 17A-2-1217(1) (1997)).

RETENTION  
Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 06/97)

APPRAISAL PROJECT FILES (Item 24-2)  
These files contain evaluations of properties and structures within proposed projects. They are used to investigate project's viability, determine costs, and negotiate for purchase of real property. The files include financial assessments of the worth of real estate and buildings within proposed project areas. They may also include assessments of architectural and historical significance and condition of the involved structures.

RETENTION  
Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 06/97)



SCHEDULE 24  
REDEVELOPMENT RECORDS

BUILDING ILLUSTRATIONS

(Item 24-6)

These are working copies of maps of real property and drawings and diagrams of actual buildings. They are used during the early phases of redevelopment projects. When the projects become official, the maps and drawings become part of the project file.

RETENTION

Retain for 4 years after project rejected or until superseded or updated and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

CERTIFICATION FILES

(Item 24-3)

These files document the approval and certification process of all official redevelopment projects. They contain all documents necessary to certify a project including consultant's reports; a copy of the redevelopment plan; a report detailing reasons for the selection of the project area; a description of physical, social, and economic conditions in the area; a financial analysis of the project; consultant proposals; a plan detailing methods for the relocating of all families and persons in the redevelopment area; an analysis of the preliminary plan; a report with the planning commission recommendations; a blight survey; notices of hearings; copies of minutes of hearings; and copies of resolutions.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 24  
REDEVELOPMENT RECORDS

COMMUNITY DEVELOPMENT BLOCK GRANT ORIGINAL APPLICATION AND FINAL REPORT (Item 24-4)

This is the original application and final report for projects funded under Community Development and Block Grant (CDBG) funds. These projects include both direct grants and regrants. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor, and environmental standards (24 CFR 570.611(f) (1992)).

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

COMMUNITY DEVELOPMENT BLOCK GRANT SUPPORTING FILES (Item 24-14)

These are the supporting documentation to the application and administration of projects funded under Community Development and Block Grant (CDBG) funds. These projects include both direct grants and regrants. They include reports, audits, certificates, maps and related correspondence. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor, and environmental standards (24 CFR 570.611(f) (1992)).

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 24  
REDEVELOPMENT RECORDS

CONSULTANT RECORDS

(Item 24-5)

These are separate files prepared by private consultants. They are used to document proposals made by individual consultants. The files contain both rejected proposals and those being considered and include the actual proposal and bid. Final approved proposals are filed in the certification file.

RETENTION

Retain for 2 years after being rejected and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

FACADE PROJECT FILES

(Item 24-7)

These files document the regranting of funds received by the municipality to restore exteriors of architecturally important structures in project areas. These grants are totally funded grants made to individual property owners for separately assessed structures. The files include a work contract, photographs, and related correspondence.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 24  
REDEVELOPMENT RECORDS

HOUSING AND URBAN DEVELOPMENT FINANCIAL RECORDS (Item 24-13)

These files document the granting of Housing and Urban Development (HUD) funds for the rehabilitation of homes. These projects concern historic preservation, employment survey, and environmental review. They include financial reports, preliminary reports, and all other financial records (24 CFR 58 (1993)).

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

HOUSING AND URBAN DEVELOPMENT HISTORICAL PROPERTIES GRANT FILES (Item 24-8)

These files document the granting of Housing and Urban Development (HUD) funds for the rehabilitation of homes. These granted fund projects deal with historic preservation, employment survey and environmental review. These files include copies of the plan, copies of the original grant, final report, resolution, copies of council minutes, and related correspondence (24 CFR 58 (1993)).

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 24  
REDEVELOPMENT RECORDS

LITIGATION FILES

(Item 24-9)

These files document lawsuits filed against the Redevelopment Agency concerning redevelopment projects. They contain related correspondence, research materials, copies of all official filings (complaints, answers, judgments, etc.), copies of depositions, and attorneys' notes. Usually the city attorney maintains the record copy of all lawsuits.

RETENTION

Record copy:	Permanent. May be transferred to the State Archives with authority to weed.
Duplicate copies:	Retain for 1 year after litigation has been settled or completed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 06/97)

OWNER PROJECT FILES

(Item 24-10)

These project files document both successful and unsuccessful negotiations and ongoing agreements for the purchase of property for redevelopment projects. The files include copies of agreements and related correspondence.

RETENTION

Retain for 4 years after completion of redevelopment project and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 24  
REDEVELOPMENT RECORDS

PRELIMINARY PLAN REPORTS

(Item 24-11)

These are reports required to be completed by the agency on proposed projects. The agency "may select one or more project areas comprising all or part of the proposed survey area and formulate a preliminary plan for the redevelopment or economic development of each project area in cooperation with the planning commission of the community" (UCA 17A-2-1206) (1997)). The plans must include a description of the boundaries of the project area containing a "general statement on land uses, layout of principle streets, population densities and building intensities and standards proposed as the basis for the development of the project area." The plans must also show how the "purposes of the act would be attained by such redevelopment" and "shows how redevelopment conforms to the master or general community plan" (UCA 17A-2-1207 (1997)).

RETENTION

Permanent. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 24  
REDEVELOPMENT RECORDS

REDEVELOPMENT PLANS (NON-APPROVED)

(Item 24-12)

"The agency shall prepare or cause to be prepared a redevelopment plan for [each] project area" in accordance with the provisions of UCA 17A-2-1213 (1997). The agency is required to conduct examinations, investigations, and other negotiations regarding the plan. The plan "shall be consistent with the community's general plan, master plan, and other plans of the community involved in development or capital improvement programs affecting the project area." The agency shall "consult with the planning commission of the community in preparing a project area redevelopment plan" (UCA 17A-2-1213 (1997)). Approved plans become part of Schedule 24, Item #3 "Certification Files."

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 25  
LIBRARY RECORDS



SCHEDULE 25  
LIBRARY RECORDS

ACCESSION RECORDS (Item 25-1)

These records document the accession of library materials. They include title, publisher's name, date ordered and received, list price, and discount price.

RETENTION

Retain until administrative need ends and then destroy; accession books created before 1960 permanent, transfer to State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

ANNUAL REPORT (Item 25-2)

This is an annual report by the library board of directors required by UCA 9-7-406(1) (1997) "to the city governing body on the condition and operation of the library, including a financial statement." It is also used to inform the general public regarding the operations of the library. The report includes budget figures both income and expenditure, circulation and other figures, and may include a brief description of the previous year's activities.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 25  
LIBRARY RECORDS

BOARD OF DIRECTOR'S MINUTES

(Item 25-3)

These are the official minutes of regular and special meetings of the City Library Board of Directors. They are used to document the actions of the board. They include the agenda, dates and times meetings convened and adjourned, board members present and excused, and a summary of the proceedings of meetings, including motions, votes, discussions, official actions, and decision.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

CIRCULATION RECORDS

(Item 25-4)

These are records of all library materials checked out from the library system. They may be automated or manual systems. The information includes the item title, identification number (barcode number), date item due, patron name and library card number.

RETENTION

Retain until items returned and late fees paid and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private: UCA 63-2-302(1)(c) (1997).

(Approved 06/97)

SCHEDULE 25  
LIBRARY RECORDS

CIRCULATION STATISTICAL REPORTS (Item 25-5)  
These are monthly statistical reports on the numbers and types of library materials checked out. They are used for future planning. They include the number of items checked out by type, number of library cards issued, and monthly totals.

RETENTION  
Retain until annual report compiled and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 06/97)

HOLDINGS CATALOG (Item 25-6)  
This catalog serves as a finding aid for library users in locating library materials currently in library collection. Manual card catalogs have been replaced in many libraries with on-line catalogs. These catalogs are constantly being updated as materials are added and withdrawn. The information includes call number, author, title, publisher, number of copies, date, and subject headings. Computer catalogs also include number and status of copies (on shelf, checked out, and date due).

RETENTION  
Retain until catalog closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION  
Public.

(Approved 06/97)

SCHEDULE 25  
LIBRARY RECORDS

INTERLIBRARY LOAN RECORDS

(Item 25-7)

These records document the lending and borrowing of library materials through the interlibrary loan network. They include interlibrary loan forms, computer searches, related correspondence and memoranda. The interlibrary loan forms include patron's name, address, telephone number, description of material being requested (author, title, publisher, publication date), a signed statement indicating patron willing to assume costs for borrowing material, status indication (overdue, lost, out-of-print), indication of search strategy, date material provided, and date material to be returned.

RETENTION

Retain until request completed or cancelled, applicable fees and fines paid, materials returned, and statistics collected and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private: UCA 63-2-302(1)(c) (1997).

(Approved 06/97)

LIBRARY COMPLAINTS

(Item 25-8)

These records document complaints received and actions taken concerning library services including programming and material selection policies. They include complainant's name, address, and telephone number, date, explanation of complaint, and related correspondence,

RETENTION

Retain for 1 year after resolution and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

SUGGESTED SECONDARY CLASSIFICATION

Private: UCA 63-2-302(1)(c) (1997)

(Approved 06/97)

SCHEDULE 25  
LIBRARY RECORDS

LIBRARY OPERATION POLICIES

(Item 25-9)

These are policies adopted by the Library Board of Directors concerning all library operations including material selection. The policy adoptions are documented in the Board of Directors Minutes. The information varies by policy, but all include policy title, purpose, and adoption date.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) GRANT FILES

(Item 25-10)

These records document the expenditure of monies and the operation of Title I, II, and III programs funded through the Library Services and Construction Act grants, which are regranted by the Utah State Library Division to public libraries (34 CFR 770 (1997)). The grants are used to implement or update programs for literacy, institutional development, inadequate services or library construction. Grant records include some or all of the following: application and supporting materials, budget revisions, quarterly reports, final summary and evaluation reports, statistical reports, audit reports, deposit slips, invoices and bills, and publicity. The State Library Division retains Title I and III grant records for 7 years, Title II grant records for 20 years.

RETENTION

Retain for 7 years after expiration of contract and destroy, provided all claims and litigation have been resolved and all applicable state and federal audits completed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 25  
LIBRARY RECORDS

LOST LIBRARY MATERIALS AND REFUND RECEIPTS (Item 25-11)

These are receipts issued by the library when a patron pays for lost library materials. They are used to verify payment and if the book is located a refund will be granted. These receipts also serve as a backup record to verify payment if a question arises. The receipts include the patron name and identification number (barcode number), library materials' titles, amount paid and date.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private: UCA 63-2-302(1)(c) (1997).

(Approved 06/97)

PATRON ASSISTANCE PUBLICATIONS (Item 25-12)

These publications are booklists and other patron assistance guides created by library staff members. They are used to aid library patrons in locating library materials and to assist in using the library. The information contained in these publications vary but all include the library name and location.

RETENTION

Retain until administrative need ends and then transfer significant publications to the State Archives with authority to weed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 25  
LIBRARY RECORDS

PATRON REQUESTS (Item 25-13)

These are requests by library patrons for materials currently checked out or to add new materials to the library collection. They may be a form and/or an electronic record. They may include library card number; patron's name, address, telephone number, and signature; call number, author, and title of material requested; patron's signature, and indication of material's status (checked out, overdue, reordered, out-of-print).

RETENTION

Retain for 1 year or until request is filled and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private: UCA 63-2-302(1)(c) (1997).

(Approved 06/97)

PLANNING AND EVALUATION STUDIES (Item 25-14)

These studies are undertaken periodically to identify library service needs. They include user, community and other evaluation studies. They are used for planning future services. The studies may include responses to patron surveys, demographic information, circulation statistics, and collection development studies.

RETENTION

Retain until superseded and then transfer to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 25  
LIBRARY RECORDS

PUBLIC LIBRARY SERVICES DEVELOPMENT GRANT RECORDS (Item 25-15)

The records document the expenditure of monies and the operation of the State Library Division's Upgrade Process and the state aid grants which operate hand-in-hand. Funds are appropriated by the Utah Legislature to the State Library Division which then distributes the grants on a formula basis to qualifying Utah public libraries. Grant records include some or all of the following: public library planning documents, signed grant agreements, final reports and financial statements, statistical reports, audit reports, deposit slips, invoices, bills, and publicity.

RETENTION

Retain for 7 years after expiration of contract and destroy provided all claims and litigation have been resolved and all applicable state and federal audits completed.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

REGISTRATION RECORDS (Item 25-16)

This registration card is completed by patrons applying for a library card. This information is frequently computerized and is used for the checkout of library materials, monitoring of overdue books, fines and fees, and for the on-going verification of address and telephone number. Some libraries issue library cards for a specified period while other library cards never expire if used on a regular basis. Nonexpiring library cards normally become inactive after one year of nonuse. The card may be retained for verification purposes. The card includes patron name, home and business addresses and telephone numbers, application date, and birthdate.

RETENTION

Retain for 1 year after expiration or becoming inactive and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private: UCA 63-2-302(1)(c) (1997).

(Approved 06/97)



SCHEDULE 25  
LIBRARY RECORDS

SHELF LIST

(Item 25-17)

This is the master inventory of all library holdings currently in the library collection. Traditionally the record was a card file which was arranged by shelf or classification number, but has now largely been computerized. This master inventory is constantly being changed as materials are added and withdrawn from the collection. It includes classification number (or call number), author, title, and number of copies.

RETENTION

Retain until catalog closed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

STATE LIBRARY ANNUAL REPORT

(Item 25-18)

This is an annual report required by UCA 9-7-211 (1997) to be submitted by "all municipal, city, county, and public school libraries" to the state librarian. It reports "on the condition and affairs of the library as required by the State Library Board." The State Library retains the record copy of these reports permanently.

RETENTION

Retain for 1 year or until administrative need ends and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 25  
LIBRARY RECORDS

STRATEGIC PLANS

(Item 25-19)

These are strategic goals and plans adopted by the Library Board of Directors to guide the development of the library. The plans are adopted periodically (every 3-5 years). Goals are adopted both on a long and short term basis. They include statements regarding the library's role, plans for the development of various library operations, and goals to achieve the plans.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 06/97)

SCHEDULE 26  
FIRE DEPARTMENT RECORDS

SCHEDULE 26  
FIRE DEPARTMENT RECORDS

ACTIVITY REPORT (Item 26-1)

This is a daily and monthly activity report per work shift per officer. It is used to compile annual reports and for planning and budgeting purposes. It usually includes date and fire number; may also show officer's name, shift, vehicle number, case number, and total hours on and off duty.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

BICYCLE REGISTRATIONS (Item 26-2)

These are records relating to the required licensing of all bicycles sold. All cycle dealers are required "to license or arrange to have licensed at time of purchase" all cycles and "to keep records on all cycles sold and to furnish, within thirty days of sale; their respective city or county police department with the name and address of retailer; year and make of cycle; a general description of cycle; frame number; name and address of purchaser" (UCA 11-21-1 (1997)). Bicycle registration may be handled by either the fire or police department.

RETENTION

Retain for 3 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/97)

SCHEDULE 26  
FIRE DEPARTMENT RECORDS

BUSINESS INSPECTION RECORDS (Item 26-3)

These files document the fire inspection of all businesses and apartment buildings. They are used to determine compliance to fire codes for fire prevention purposes. They include correspondence, copy of business license, brief history of building, notices of violations, citations, inspection of reports, and various inspection forms.

RETENTION

Retain for 4 years after subsequent report and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

DISPATCH LOGS (Item 26-4)

This is a daily log maintained on all dispatch activity. It is used for budget and planning purposes and to document activities of the dispatch office. It includes names of personnel working, time, shift, and a summary of daily events.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 26  
FIRE DEPARTMENT RECORDS

DISPATCH TAPE RECORDINGS

(Item 26-5)

These are twenty-four hour tape recordings of incoming and outgoing telephone or radio calls made to and from the dispatch office. They are used to document the actions of dispatch personnel. The tapes are rotated on a regular basis. Portions of the tapes concerning questionable cases are transferred to cassette tape recordings.

RETENTION

Retain for 30 days and erase provided any questionable actions are transferred to cassette tape.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/97)

EMERGENCY MEDICAL EQUIPMENT MAINTENANCE RECORDS

(Item 26-6)

These are maintenance records for all fire department emergency medical equipment. They are used to verify that fire equipment has had regular maintenance. They include copies of contracts, maintenance schedules, test protocols, equipment inventory, performance test records, repair records, parts used, and service reports.

RETENTION

Retain for 1 year after equipment is replaced and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 26  
FIRE DEPARTMENT RECORDS

EMERGENCY SERVICES BILLINGS

(Item 26-7)

These are billings for transporting patients treated by Emergency Medical Services (EMS) personnel. Patients are billed ambulance costs for transporting to hospital facilities. They include account number, incident number, service date and time, patient information, insurance information, next of kin information, information on responsible party, services provided and charges, signature authorizing insurance payments, and signature of patient or next of kin recognizing financial responsibility.

RETENTION

Retain for 4 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/97)

EQUIPMENT RUN LOGS

(Item 26-8)

These logs record information on each run (fire, medical, public assistance) and each apparatus used (ladder, engine, rescue unit) in each station. It is used to compile annual statistical reports for projecting future service, budget needs and planning for future liability. These logs include time of occurrence, address, run number, time in service, type of run, and equipment used.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 26  
FIRE DEPARTMENT RECORDS

EVIDENCE LOG

(Item 26-9)

This is a log that shows the chain of possession of all evidence gathered by the fire department. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes part of the investigative file.

RETENTION

Retain for 4 years if not part of case file and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 12/97)

EXPOSURE REPORTS

(Item 26-10)

This report is completed when a fire fighter is exposed to toxic fumes, smoke, or chemicals during the course of fire fighting. It is used to verify exposure in case of illness. It includes employee's name, position, station, address where injury occurred, occupancy type, date and time of exposure, incident number, description of exposure, duration of exposure, symptoms present, date and signature of employee, and date and signature of supervisor.

RETENTION

Retain for 30 years after termination of employment (29 CFR 1910.1020(d)(i) (1997)) and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/97)



SCHEDULE 26  
FIRE DEPARTMENT RECORDS

FATAL FIRE INVESTIGATION CASE FILES (Item 26-11)

These case files document all investigations into fires causing fatalities. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake a complete investigation. See also Investigation case files.

RETENTION

Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 12/97)

FIRE RUN REPORTS (Item 26-12)

These reports document each dispatched fire run. They are used for budget planning, summary reports, and litigation. They include identification number, incident number, alarm time, arrival time, incident type, action taken, cause of fire, address, names of occupant and owner, telephone number, vehicles and crews responding, incident-related injuries or death information, name of officer in charge, and name and position of person completing report.

RETENTION

Retain for 6 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 26  
FIRE DEPARTMENT RECORDS

HOSE TEST REPORTS (Item 26-13)

These reports record tests required annually by fire departments of all fire hoses. They are used to determine whether hoses are in good working condition. They include test date, date previously tested, apparatus number, hose diameter, conditions found, service date, defects corrected, and officer's signature in charge of test.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

HYDRANT MAINTENANCE CARD FILES (Item 26-14)

These card files (or other similar discrete media) document the maintenance of fire hydrants. They are used to locate fire hydrants and to verify annual inspections which document they are functioning properly. They include location, notations and dates of annual inspections indicating physical characteristics, operations, flow check, pressure and leakage.

RETENTION

Retain for 1 year after hydrant removed and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 26  
FIRE DEPARTMENT RECORDS

HYDRANT MAINTENANCE INVENTORIES (Item 26-15)

These inventories are regularly updated and reprinted to document the maintenance of fire hydrants. They are used to locate fire hydrants and to verify annual inspections which document they are functioning properly. They include location, notations and dates of annual inspections, indicating physical characteristics, operation, flow check, pressure, and leakage.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

INVESTIGATION CASE FILES (Item 26-16)

These case files document nonfatal fire investigations. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake investigation. See also Schedule 27, Item 11 "Fatal Fire Investigation Case Files."

RETENTION

Retain for 10 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 12/97)

SCHEDULE 26  
FIRE DEPARTMENT RECORDS

INVESTIGATION REPORTS

(Item 26-17)

These reports are completed daily and monthly on all fire investigations. They are used for investigative purposes and for identifying trends in arson incidents. They include date and time of investigations, fires investigated, cause of fire, whether arrests or convictions are made, time spent in court and/or special investigations, training received, flammable liquid and hazardous chemical incidents, tank inspections, consultations, and any special assignments completed.

RETENTION

Retain for 6 years and then destroy if annual report compiled. If annual report not compiled retain permanently.

SUGGESTED PRIMARY CLASSIFICATION

Protected.

(Approved 12/97)

PUMP TEST RECORDS

(Item 26-18)

These files contain the results of tests conducted on pumping equipment. These annual tests are used to certify pumping capabilities and to check equipment for stability and endurance. They include apparatus number, date tested, station number, where tested, manufacturer's name and number, test results, time taken, and remarks.

RETENTION

Retain for 2 years after equipment replaced and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 26  
FIRE DEPARTMENT RECORDS

QUESTIONABLE CASES DISPATCH RECORDINGS (Item 26-19)

These are audio cassette tapes containing portions of the dispatch activity recordings concerning questionable cases. Twenty-four hour tape recordings are made of all incoming and outgoing telephone and radio calls received by the office. Portions of tapes concerning questionable cases are transferred to audio cassette tapes.

RETENTION

Retain for 2 years after resolution of case and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SUPERVISED FIRE DRILL REPORTS (Item 26-20)

These monthly report forms are completed on all supervised school and hospital fire drills. They are used to verify fire drills were held and to compile annual reports. They include drill number, date, school or hospital name, grade, fire fighters present, number of students involved, and signature of chief or supervisor.

RETENTION

Retain for 2 years or 1 year after annual report compiled and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 26  
FIRE DEPARTMENT RECORDS

TANK APPLICATIONS AND PERMIT RECORDS (Item 26-21)

These files contain applications received by the fire department and permits issued to individuals desiring to store flammable liquid or liquid petroleum. Permits are only issued after inspection and approval of tanks. They include an application form, permit, a sketch or diagram of location along with tank dimensions, and an inspection report.

RETENTION

Retain for 6 years after removal of tank and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

UNAPPROVED TANK APPLICATIONS (Item 26-22)

These are applications received by the fire department requesting a permit to store flammable liquid or liquid petroleum, but were denied after inspection. They include the application form and an inspection report indicating reasons for permit's denial.

RETENTION

Retain for 2 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)

SCHEDULE 26  
FIRE DEPARTMENT RECORDS

UTAH EMERGENCY MEDICAL SERVICES (EMS) INCIDENT REPORT (Item 26-23)

These report forms record both statistical and patient information on all Emergency Medical Services (EMS) calls received by the fire department. They serve as the medical chart for all persons treated by the department's paramedics. This report is required by law (UCA 26-8-5(5) (1997)) and a copy is submitted to the State Office of Emergency Medical Services for a compliance audit and is retained for 25 years.

RETENTION

Record copy: Retain for 10 years and then destroy.  
Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

(Approved 12/97)

UTAH FIRE INCIDENT REPORTING SYSTEM (UFIRS) FORMS (Item 26-24)

These report forms are completed for each fire and are submitted to the State Fire Marshal. The information is then submitted by the State Fire Marshal on computer tape to the Federal Emergency Management Agency (FEMA). The information is maintained permanently by FEMA.

RETENTION

Retain for 6 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Public.

(Approved 12/97)